

California National Guard



Emergency Procedures Manual

July, 2001

CHAPTER 1 INTRODUCTION AND AUTHORITIES

1-1. PURPOSE AND SCOPE.

a. This manual standardizes actions and procedures, which are common emergency contingencies to which the California National Guard (CNG) is likely to respond. The Office of the Adjutant General (OTAG) Joint Operations Center (JOC) publishes specific action plans for each contingency separately. Each contingency plan contains the unique tasking, resources and procedures, which are appropriate only to that emergency condition.

b. During a state of emergency and when called to service by the Governor of the State of California through the Governor's Office of Emergency Services (OES) or when called to federal service by the President of the United States, the commander, State Area Command (STARC), and the federalized units under his command or operational control (OPCON) are responsible for the Military Support to Civil Authority (MSCA) as directed. This Emergency Procedure Manual is applicable to all California National Guard units and is effective upon receipt.

1-2. AUTHORITY FOR THE COMMITMENT OF THE CNG.

The California Military and Veterans Code (M&VC) provides that the Governor may call into state active service portions of the state military forces as may be necessary under several conditions, including, but not limited to the following:

a. Section 146 M&VC (with or without Governor's proclamation) provides:

"**146.** The Governor may call into active service any portion of the active militia as may be necessary, and if the number available be insufficient, the Governor may call into active service any portion of the unorganized militia as may be necessary, in any of the following events: (a) In case of war, insurrection, rebellion, invasion, tumult, riot, breach of the peace, public calamity or catastrophe, including, but not limited to,

catastrophic fires, or other emergency, or imminent danger thereof, or resistance to the laws of this state or the United States. (b) Upon call or requisition of the President of the United States. (c) Upon call of any United States marshal in California, or upon call of any officer of the United States Army commanding an army, army area, or military administrative or tactical command including generally the State of California, or upon call of any officer of the United States Air Force commanding an air force, air defense force, air defense command or air command including generally the State of California. (d) Upon call of the chief executive officer of any city or city and county, or of any justice of the Supreme Court, or of any judge of the superior court, or of any sheriff, setting forth that there is an unlawful or riotous assembly with intent to commit a felony, or to offer violence to person or property, or to resist the laws of the State of California or the United States or that there has occurred a public calamity or catastrophe requiring aid to the civil authorities. (e) Upon call of the sheriff setting forth that the civil power of the county is not sufficient to enable the sheriff to execute process delivered to him or her."

b. Section 143 M&VC provides:

"**143.** Whenever the Governor is satisfied that rebellion, insurrection, tumult or riot exists in any part of the state or that the execution of civil or criminal process has been forcibly resisted by bodies of persons, or that any conspiracy or combination exists to resist by force the execution of process, or that the officers of any county or city are unable or have failed for any reason to enforce the laws, the Governor may, by proclamation, declare any part of the State of California or the county or city or any portion thereof to be in a state of insurrection, and he or she may thereupon order into the service of the state any number and description of the active militia, or unorganized militia, as he or she deems necessary, to serve for a term and under the command of any officer as he or she directs."

c. Section 142 M&VC provides:

“142. The Governor may order the active militia or any portion thereof to perform military duty of every description, including necessary administrative duties, and to participate in small arms gunnery competitions in this State or in any other state or territory or the District of Columbia, or in any fort, camp, or reservation of the United States. He may also authorize the performance of military duty or participation in small arms or gunnery competitions by any part of the active militia anywhere without the State or without the United States. Cruise duty ordered for the Naval Militia may be required to be performed on United States vessels.”

Chapter 2

Concept of Operations

2-1. General

a. The CNG response to emergency missions will be planned and executed by all leaders to ensure rapid deployment of CNG forces while maintaining the greatest degree of unit integrity, efficiency, and effectiveness.

b. Civil authorities at all levels of government are primarily responsible for measures and operations taken prior to and during emergency situations. Civil resources will be used first to support civil requirements with National Guard resources used only as necessary to supplement civil capabilities.

c. National Guard assistance will be temporary in nature. Assistance will terminate as soon as possible conserve military resources.

d. Military support activities will be initiated only after a request for such assistance has been received and approved by the Governor or a designated representative. In extreme emergencies when delay may cause the loss of life and/or major property damage, or in the event communication is lost with higher headquarters, the senior commander in the impacted area may initiate the employment of National Guard personnel and equipment. Commanders will report such actions to the Office of the Adjutant General Joint Operations Center (OTAG JOC) at the earliest possible time.

e. When civil authorities make requests for military support directly to CNG units, and the conditions in paragraph d above do not exist, commanders are to direct the civilian authority to the Governor's Office of Emergency Services – Warning Center (OES) – (916)262-1621. In order to maximize timely planning and support, the commander of the unit that received a direct request will immediately inform the OTAG JOC of the nature of the emergency.

2-2. Command

a. Military forces committed to aid civil authorities will be under the direct command

of The Adjutant General (AG) or a designated representative for the emergency situation. Military personnel will not be placed under the command of any federal, state, or local civil officials.

b. Command of non-military forces will not be assumed by any military commander without prior authority of The Adjutant General.

c. Succession of Command. In the event the OTAG JOC becomes inoperable, or is unable to provide command and control because of emergency conditions, the following commands, in order of sequence, will assume responsibility of employing National Guard forces to support civil authorities:

- (1) 40th Infantry Division
(Mechanized).
- (2) 129th Rescue Wing
- (3) 146th Airlift Wing.
- (4) 144th Fighter Wing.
- (5) 49th Combat Support Command
- (6) 162nd Combat Communications
Group
- (7) 163rd Air Refueling Wing

d. Command Posts

(1) The Primary CNG Command Post (OTAG JOC) is located at Headquarters, Military Department, State of California, 9800 Goethe Road, Sacramento, CA95827-9101. Telephone: (916) 854-3440, or DSN 466-3440. Fax: (916)854-3475, or DSN 466-3475.

e. Other command posts, to include forward command posts, in the proximity of the emergency, will be selected by the OTAG JOC in coordination with the supported agency/organization.

f. The primary command post for succession of command will normally be at the Senior Command armory/base location.

g. Alternate command post locations will be designated in plans and SOPs by each senior command.

h. Command post openings, displacements, and closings will be directed by the OTAG JOC.

2-3. Scheme of Maneuver

a. The Adjutant General directs the employment of CNG forces deployed on emergency missions through the Joint Operations Center (JOC), which is operated by the Director, Plans, Operations, and Security. The OTAG JOC serves as the operational headquarters for the AG during emergency missions. The OTAG JOC activates and coordinates CNG support throughout the state.

b. The AG will designate a Senior Command (SRCOM) to exercise command and control of CNG operations at the emergency location. The SRCOM will coordinate with local civilian authorities through the assignment of Military Liaison Officers. (LNOs) to accomplish the mission. The SRCOM receives direction from the AG through the OTAG JOC. During large-scale emergencies when multiple SRCOMs are committed, the AG may designate one SRCOM to act as the Task Force Commander (GFC) to exercise command and control over committed elements.

c. When personnel or units, which have been assigned a mission, have assembled at home station, and are prepared for deployment, the unit commander or OIC/NCOIC notifies higher headquarters, which in turn notifies the OTAG JOC.

Without exception, the OTAG JOC will issue the movement order for movement/deployment. Upon release from duty, the SRCOM advises the JOC of mission completion and will wait for the assigned movement order from OTAG JOC prior to redeployment to home station.

2-4. State Mission Readiness Status

a. **PLANNING PHASE.**

(1) Commanders will ensure that key staff understands the provisions of this emergency manual and each contingency plan that may effect their unit.

(2) Commanders at all levels will ensure that local procedures are developed that include command, control, and coordination, for alert, assembly, standby, deployment, and execution of state emergency plans.

(3) See Chapter 3, para 3-4 this EPM for senior command areas of responsibility.

b. **ALERT.** Actions listed here are based upon the assumption that disclosure of operational plans or procedures will not cause public concern and uninformed speculation. Upon receipt of order, commanders will implement their Alert Plan and accomplish the following actions:

(1) Inform their key personnel of increased readiness status and direct them to be on a twenty-four hour call basis, or as otherwise specified, and direct them to remain within a geographic area that will facilitate a rapid response if called to duty.

(2) If designated, provide necessary personnel for operation of the State Voice Admin/Log Radio Net. Open unit command radio nets; as directed.

(3) Place personnel on duty as indicated by the initial order.

(4) If within the affected area, forward any disaster intelligence to the next higher headquarters, or directly to this headquarters, in the event communication with the normal chain of command is interrupted. See chapter 5 this EPM for intelligence report formats.

(5) Ensure that unit primary assembly areas and command posts are ready to receive unit personnel and to conduct emergency operations.

(6) Review Chapter 4 (Planning Guidance for Commanders) and other checklists in this plan, as appropriate.

c. **HOME STATION.** Conditions exist within the state, which indicate the imminent need to deploy CNG assets. Immediate action must be effected to assemble personnel at home stations and to be prepared to move to designated area of operation. On receipt of stand-by order the unit will order appropriate personnel to duty and begin preparations for deployment. Commanders of units ordered to stand-by status will accomplish the following actions:

(1) Establish communications as required in Chapter 9 (Communications-Electronics). Establish communications with appropriate civil agencies.

(2) Ensure local security measures have been taken, as required by the type of emergency and number of locations assigned.

(3) Brief all personnel on emergency conditions and unit mission.

(4) Inspect individuals and equipment in conjunction with the Pre-Deployment Checklist, CAL NG FORM 501-1 (Chapter 10) to ensure unit is operationally ready.

(5) Complete all remaining measures to bring unit to appropriate operational readiness status.

(6) Review unit transportation and refueling plans.

(7) Coordinate routes of movement with OTAG JOC and appropriate law enforcement agencies to prevent undue delay during planned movement.

(8) Arrange for feeding personnel based upon anticipated duration of movement to mission site. See Chapter 8 (Logistics).

d. **EXECUTION.** When the situation has developed beyond the capabilities of local authorities and the immediate use of National Guard forces is required, the OTAG JOC will notify through command channels, or directly when required, units to initiate/execute the following:

(1) Complete the measures listed for all previous readiness status.

(2) Units or designated individuals will deploy via prescribed methods to assigned area of operation, and initiate emergency operations required by the applicable contingency plan.

(3) If support beyond the capabilities of the deployed CNG forces is required, the SRCOM will instruct the civilian Incident Commander to request additional resources through the Office of Emergency Services. The SRCOM will alert the OTAG JOC to the potential request from OES for additional CNG assets.

(4) The California National Guard responds to all emergencies, whether natural or manmade is based on regional responses aligned with the Governor's Office of Emergency Services' Regions (Inland, Coastal and Southern). Accordingly, those Senior ARNG Command Headquarters based in those three regions will exercise command

and control over assigned or OPCON forces deployed in their region.

(5) 40 Infantry Division will exercise OPCON over all California Army National Guard forces and tactical control over all attached Air National Guard forces responding to emergencies in the OES Southern Region.

(6) 100th Troop Command will exercise OPCON over all California Army National Guard forces and tactical control over all attached Air National Guard forces responding to emergencies in the OES Coastal Region.

(7) 115th Troop Command will exercise OPCON over all California Army National Guard forces and tactical control over all attached Air National Guard forces responding to emergencies in the OES Inland Region.

e. **DEMOBILIZATION.** When civil authorities no longer require military support, recovery of personnel and equipment will commence. The following events will normally occur:

(1) Military missions will be assumed by local authorities.

(2) Withdrawal of military assets will be coordinated with civil authorities by the Task Force Commander and the OTAG JOC

(3) Commanders will account for personnel, equipment, state/federal expenditures, and prepare for movement to home station

(4) Upon closing at home station, units will submit an After-Action Report NLT three calendar days after the close of the mission to OTAG JOC in accordance with the format in chapter 10.

Chapter 3 Liaison

3-1. General

a. The CNG will establish and maintain liaison with appropriate government agencies involved in planning and conducting emergency operations within the State of California.

b. When in Pre-Alert status, SRCOMs will coordinate with civil government Emergency Operations Centers (EOCs). SRCOM areas of responsibility are listed in para 3-4,

c. During emergency operations the OTAG JOC will direct the appropriate SRCOMs to deploy liaison teams to the affected county and state operation centers listed in para 3-4. Liaison duties and responsibilities are provided in paragraph 3-5.

3-2. Tasks

a. OTAG.

(1) When appropriate, establish and maintain liaison with the Governors Office of Emergency Services, heads of state agencies, representatives of federal agencies, adjacent OTAGs and parent commands of other military services.

(2) Coordinate and direct operational liaison activities for all types of emergencies in which California National Guard forces are involved.

(3) Maintain liaison with Chief, National Guard Bureau and Fifth U.S. Army on a continuing basis throughout all emergencies when California National Guard forces are employed.

(4) Liaison functions required between OTAG and Army Reserve units will be performed by the Army Reserve Emergency Preparedness Liaison Officer (EPLO) assigned to the OTAG JOC by the Commander, Fifth U.S. Army.

(5) Liaison functions required between OTAG and Air Force organizations, active and reserve, will be performed by the Air Force Emergency Preparedness Liaison Officer (EPLO) assigned to the OTAG JOC. Liaison functions required between OTAG and Navy, Marines, and Coast Guard

elements, active and reserve, will be performed by the Navy Reserve and Coast Guard Reserve Emergency Preparedness Liaison Officers assigned to the Senior Crisis Support Staff.

(6) CNG liaison officers may or will be assigned to CHP and CALTRANS for tracking of convoys during state emergencies. The LNO will facilitate movement and control of military convoys as well as vehicles entering the state for emergency response to the state disaster.

b. Senior Commands.

(1) Establish and maintain liaison with civil authorities at the counties and OES Regional Offices designated in paragraph 3-4. Be prepared to dispatch liaison officers to the emergency operations centers of designated counties and OES Regional Offices during a disaster. LNOS will remain assigned to their senior command but will

(2) be under the operational Control (OPCON) to this Headquarters during an emergency.

(3) Be prepared to provide liaison personnel outside of assigned counties or at city level when directed by The Adjutant General.

3-3. Coordinating Instructions

a. Routine, day-to-day and/or community relation type liaison, which includes all law enforcement agencies, is authorized and encouraged.

b. The duties and responsibilities of LNOS dispatched to county SOC are described in paragraph 3-5.

c. Each LNO will be provided with a copy of the CNG EPM by the OTAG JOC to take to their duty site.

d. LNOs will report the phone number where they can be contacted by the OTAG Senior LNO or the JOC upon arrival at their duty site.

e. The OTAG Senior LNO will provide the selected LNO with materials and publications necessary to operate at the local EOC. Additionally, when available, a cellular telephone, a laptop computer, and a portable FAX machine may be provided.

3-4. Senior Command Areas of Responsibility

OTAG : HQ, OES and State of California agencies, as required.

40th Infantry Division Mechanized : OES Southern Region

115th Troop Command : OES Inland Region

100th Troop Command : OES Coastal Region

l. All media inquiries will be referred to the OTAG Public Affairs Office.

m. LNOs at OES Region Headquarters will maintain liaison with the LNOs at county operations centers.

3-5. Liaison Duties and Responsibilities

a. The LNO is a representative of The Adjutant General.

b. LNOs advise county officials of the capabilities of the CNG (Army and Air). LNOs must guard against exaggerating the CNGs capabilities.

c. LNOs advise the OTAG Senior LNO at the JOC of potential missions/requirements for CNG assistance. The CNG is not the lead agency in relief operations. The CNG supports civilian agencies.

d. LNOs advise the county that any request for CNG assistance must go through OES channels. LNOs assist counties in channeling requests through OES.

e. LNOs can neither commit CNG resources nor make decisions for any CNG element. OES and OTAG must first approve.

f. Be tactful, helpful, and courteous.

g. Provide periodic situation reports as scheduled by the OTAG Senior LNO. Use the LNO Situation Report format shown in Figure 3-1. Report significant events, actions, or potential missions to the OTAG Senior LNO immediately or as soon as possible.

h. Maintain contact with all CNG units committed to the county.

i. Operations are 24 hours. Shift is 12 hours on, 12 hours off.

j. Debrief replacement thoroughly at change of shift.

k. Maintain a duty log and upon completion of mission submit log to OTAG Senior LNO.

FIGURE 3-1. LNO Situation Report Format

1. Current Situation

- a. Transportation
 - (1) Major roads (interstates, freeways, and state highways) closures. State which road, where the closure is, and estimated reopen date/time. Also list traffic restrictions such as lane control or weight and height limits and reason for road closure.
 - (2) Airports. List airports closed or open to fixed or rotor wing aircraft.
- b. Utilities Status. (List as operational: Yes/No. If no, state the reason.)
 - (1) Water.
 - (2) Telephone.
 - (3) Electricity.
 - (4) Pipelines (Oil/Natural Gas).
 - (5) Sewage Treatment Plants/Pipelines.
- c. Essential Services
 - (1) Law Enforcement.
 - (2) Fire Protection.
 - (3) Medical Facilities. Report the name, location, and bed capacity of any medical facility that is not operational.
- d. Shelters For Displaced Persons:
Report the name, location, and capacity of shelters in use.

2. Projected Situation

List possible requirements for CNG assistance such as:

- a. Transportation (ground or air).
- b. Medical to include medical evacuation.
- c. Logistical support such as food service or shelter
- d. Engineer support (State specific requirements and equipment needed).
- e. Aid to law enforcement (Civil Disturbance/Prison Support/Critical Facility Protection).

Chapter 4

Planning Guidance for Commanders

4-1. General

Senior command staff officers will use this chapter as a guide for planning the employment of National Guard units/individuals ordered to State Active Duty (SAD) in support of civil authorities. Subordinate commanders and staff will use this chapter to plan, alert, assemble, and deploy the unit or selected personnel to an emergency site with the required personnel and equipment necessary to accomplish the assigned mission. OTAG will use this chapter as a basis for standardized planning and to provide guidance to officers and senior NCOs assigned duties in the OTAG JOC.

4-2. Preliminary Planning

a. SRCOM commanders are responsible to alert, deploy and tailor task force elements to meet assigned mission(s).

b. The CNG has developed standardized response procedures and planning criteria which are detailed in this plan and are consistent with NGR 500-1/ANGI 10-8101 Supplement 1.

c. Upon receipt of this manual, SRCOMs will plan for the implementation of the CNG EPM and supplementing contingency plans as required by:

- (1) Obtaining maps from local sources.
- (2) Developing contingency task organization(s) to include attached units.
- (3) Designating units and personnel for contingent emergencies.
- (4) Being prepared to move to probable affected area(s) from all locations within the area of responsibility.
- (5) Establishing liaison with local civil authorities for planning purposes and advising local authorities of their SRCOMs role in supporting civil authorities during emergency operations.
- (6) Reviewing procedures for implementing unit alert plans.

4-3. Subsequent Planning

Senior Commander responsibilities.

- a. Ensure unit alert plans are current, IAW FORMDEPS 500-3-3
- b. Ensure unit plans are based on OPLANS and SOPs of next higher headquarters.
- c. Plan transportation to support emergency operation(s) to include the use of organic transportation, use of transportation of other California National Guard units and commercial transportation. Consideration must be given to the use of more than one movement route and the possible movement of troops to any point within the state by air and or ground transportation.
- d. Conduct training programs to acquaint personnel with types of emergencies and probable National Guard missions.
- e. Plan for the security of facilities and resources during all emergency operations.
- f. Plan for the rotation of personnel when prolonged emergency conditions exist or are contemplated.
- g. Give consideration in unit plans to the capabilities of other SRCOMs in augmenting the force that the unit deploys. The following unique capabilities exist within CNG organizations:

Emergency Ordinance Disposal (EOD) Team (ANG)
"Prime Beef" Construction Teams (ANG)
Medical Para-rescue (water and land) (129 RQW)
Medical triage, Patient Decon and Patient Evacuation (40 ID/49 CSC)
Prisoner Detention and Processing Teams (49 CSC)
Radiological Monitoring (Civil Support Team)
Crash Fire and Rescue (ANG)
Aviation Accident Investigation (STARC)
Modular Airborne Fire Fighting System (MAFFS) (146 AW)
Portable Satellite Link Communications (162 CCG)
Helicopter Fire Suppression (Buckets) UH-60/CH-47 (40 ID, 49 CSC)
Portable Electricity (illumination and power) (ANG/ARNG)
Weather prediction/Analysis (ANG)
Infrared Aerial Photography (ANG/ARNG)
Audio Visual Teams (40 ID, STARC, ANG)
Maintenance Contact Teams (STARC, 49 CSC)
Traffic Control Teams (49 CSC)
Payroll Teams (49 CSC)
Prime Ribs (Mobile Kitchens/Feeding Teams) (ANG)

- h. Plan the establishment of emergency communication nets.

4-4. Task Force Organization

a. Assumptions.

(1) An emergency requiring the deployment of CNG troops may happen at any time (without warning) and may not permit deliberate planning or a lengthy decision process. Senior commands are to be prepared to rapidly respond to any assigned mission with personnel knowledgeable of this plan and any related OPLANs published by this Headquarters.

(2) Upon receipt of a mission number from the OTAG JOC, commanders are authorized to organize, assemble, prepare, and deploy the mission force.

(3) The geographical location of the task force elements may conflict with the need to rapidly deploy adequate forces to an emergency site. Planners must balance desirability of a specific unit or capability with the timely response at the scene required by the local agency.

(4) The OTAG JOC will be in operation 24 hours daily to coordinate and support the emergency deployment and to direct operations.

(5) The activation of key staff and Staff Duty NCOs will be approved by OTAG at manpower levels consistent with mission requirements and supported agency requirements/capabilities. The OTAG JOC will authorize ANG COMD POST Personnel and armory SDOs and NCOs as required and/or when requested by the SRCOMs.

b. The following guidelines are established for task organizing the forces necessary for the emergency response to an assigned mission:

(1) The senior command staff will task organize the minimum sized force necessary to perform the assigned mission. Specialty skills will be added to the total force package and coordinated with other senior commands through the OTAG JOC as required to accomplish the specified and implied tasks.

(2) Unit integrity will be maintained whenever possible to maximize command and control and to hasten the assembly and deployment of forces.

(3) A current list of key staff officers as points of contact for the SRCOMs will be made available by commanders to the OTAG JOC and updated as changes occur.

(4) An alert/notification system will be established by each senior command staff and tested annually or as situation dictates.

(5) The time from SRCOM notification by OTAG JOC until the force is assembled, loaded, and ready to deploy will not exceed twenty-four hours. (Exception: Search and Rescue missions. Commanders must make every attempt to safely deploy within four hours of notification.) The Military Field

Commander (MFC) will notify the OTAG JOC when special mission requirements or mobilizing personnel with specialty skills require a longer reaction time.

(6) Commanders should pre-designate key leaders to respond to specific emergencies consistent with the principles of unity of command and unit integrity.

(7) Service support forces which accompany the deploying force for the purpose of supporting CNG personnel and equipment are authorized.

(8) The command and control element of the deploying force should contain adequate administrative, payroll, supply, maintenance, and communications elements. (Reference Emergency Admin Kits.)

(9) Units should dispatch sufficient vehicles and equipment to transport the force and accomplish the assigned mission.

(10) Convoy commanders will plan overnight stops enroute to an emergency site to be at armories having an Organizational Maintenance Shop (OMS), or as directed by the JOC. (See Figure 4-2)

4-5. Safety

a. All existing Army, Air Force, NGB and CNG ground and air safety regulations, policies, and procedures remain in effect.

b. As part of the mission analysis process, all leaders will, depending on the situation, conduct either hasty or formal risk assessments IAW the requirements outlined in FM 100-14. All leaders will complete risk assessments prior to commencing operations and periodically, throughout the operation, as the situation warrants. Leaders will make adjustments to mission execution based on the results of the risk assessment.

c. The following additional safety policies will be in effect during emergency missions:

(1) Possession and consumption of alcoholic beverages by CNG personnel deployed on emergency missions is prohibited either on or off duty.

(2) Only fully qualified CNG drivers and operators will operate CNG vehicles and equipment. Two qualified drivers will be dispatched with every vehicle from home station to the emergency site. A fully qualified driver is defined as a driver who is trained in the operation of the vehicle assigned, AND has a Military Driver's License annotated with the vehicle(s) authorized to operate, AND has a current California Driver's License in the soldier/airmen possession.

(3) Commanders will ensure that all safety equipment manufactured into or retrofitted to a vehicle or piece of equipment will be operational before being

dispatched to an emergency. If safety equipment fails during operation, the commander will deadline the equipment until it is repaired.

(4) Drivers will not operate a vehicle for longer than two hours without a rest stop or four hours without relief.

(5) Commanders will ensure that all vehicles and aircraft are properly dispatched.

(6) A safety briefing will be conducted by the convoy commander IAW Safety Regulations before departing. The briefing will, at a minimum, contain the following:

- (a) Speed limits.
- (b) Interval distances.
- (c) Mechanical breakdown procedures.
- (d) Passenger safety measures.
- (e) Visual signals for convoy halt, caution,

slow, etc.

- (f) Preplanned rest halts.

(g) Assistant Drivers will remain awake and alert.

(7) Commanders will ensure convoys deploy with appropriate convoy signs and flags in place.

(8) Convoy commanders will obtain movement clearances orders through the Logistics Office at (916)854-3476/pager (916)951-4523.

(9) Hospital locations identified on a provided strip map.

d. Convoy commanders will ensure that every vehicle has the proper accident forms in the log books before the convoy departs home station. The convoy commander will report accidents immediately to the OTAG JOC at (916)854-3440 (24 hrs).

FIGURE 4-1. Unit Commanders Checklist

This checklist is for unit commanders and personnel responsible for planning coordinating, and executing plans for emergency operations in support of civil authorities. This list is not all-inclusive but from experience does include those items of a repeat and/or mandatory nature. Commanders may add checklist items as appropriate to their local situation.

a. Planning actions prior to emergency: **YES NO**

(1) Have you coordinated your local emergency planning with local authorities?

(2) Are local officials aware of the proper procedures to request assistance from the National Guard for emergency operations?

(3) Is Unit Alert Roster up-to-date?

(4) Does Unit Alert Plan include location of primary and alternate assembly areas/command posts?

(5) Does Unit Alert Plan provide for priority of notification, i.e., notification of appropriate personnel to open Organizational Maintenance Shop to ready vehicles for use if required?

(6) Have unit emergency plans and SOPs been compared with CNG EPM to determine requirement for additional supplementation by unit?

(7) Are unit emergency plans and SOPs reviewed periodically by those personnel having planning and operational responsibilities?

(8) Do you maintain a list of local city and county officials to include telephone numbers for coordination and operational planning and equipment?

(9) Are emergency plans filed in such a manner as to be readily available to personnel responsible for planning and operational needs?

b. Actions immediately prior to emergency:

(1) Has unit commander been notified of possible emergency conditions?

(2) Has coordination been established with local officials to determine emergency conditions?

(3) Has the OTAG JOC been informed of local conditions (through channels if time permits)?

(4) Have local officials been reminded of procedures to obtain assistance from the National Guard?

(5) Have key personnel of the unit been informed of conditions when it is apparent that an emergency condition exists?

c. Actions required at time emergency is declared:

(1) When local officials stated that an emergency existed, did you notify the OTAG JOC?

(2) Have all personnel of the unit been notified of the emergency, the magnitude and the duty status of the unit?

(3) Have you recommended to your higher headquarters or to the OTAG JOC how many personnel are to be alerted or ordered to State Active Duty?

(4) Did you alert and/or order personnel of your unit to State Active Duty without notifying higher headquarters?

(5) Have you established liaison with local authorities?

(6) Have the liaison personnel informed local officials of the procedures to use in obtaining National Guard assistance if they are not familiar with the procedures?

(7) Has the unit commander reviewed the procedures of the OTAG OPLAN appropriate to the emergency?

(8) Have designated personnel (full-time or volunteers) established procedures and prepared assembly area/command post to receive personnel as they report in for duty?

(9) Does unit have procedure for the maintenance of records and reports, status of personnel, record of local purchases, expended resources, equipment status reports, injuries and sickness, line of duty reports, etc.?

d. Actions during emergency:

(1) When unit was ordered to emergency duty, was consideration given to maintenance of administrative records, required reports, telephone/radio operators, mess personnel, security personnel for facilities and resources of the unit, liaison personnel, etc.?

(2) Have personnel been briefed on the emergency situation following arrival at assembly area/command post?

(3) Have you briefed personnel on the length of the mission?

(4) Have you ensured personnel are properly equipped with uniforms, SOI, and personal toilet articles?

(5) Have you planned to deploy additional equipment necessary to sustain your own operation that is not specifically requested by the emergency order (such as tents cots, generators, command and control vehicles, etc.)?

(6) Have arrangements been made to feed personnel?

(7) Have vehicles been prepared for use prior to arrival of personnel?

(8) Have you given convoy commanders and drivers a copy of the OMS listings found in Chapter 8 of this manual for their use in the event of a breakdown?

(9) Have communications including telephone and/ or radio been established between higher military headquarters, local authorities, and personnel employed or to be employed?

(10) Have initial format (initial follow-on) and/or intelligence (SPOTREP) reports been made as required in Chapter 5?

(11) Have definite assignments been given to personnel ordered to State Active Duty?

FIGURE 4-1 CONTINUED

(12) Have you prepared a log from which pertinent data can be reported to higher headquarters as required or may be requested during reporting?

(13) Have you established a procedure for maintaining records pertaining to local purchases attributed to emergency operations?

(14) Are you following the procedures as outlined in plan for sickness and injury of unit personnel?

(15) Have you made arrangements to rotate those personnel required to remain on duty more than 12 hours?

(16) Are you maintaining a neat and orderly command post?

(17) Have you authorized personnel to be absent during emergency duty and do you have a record of such action?

(18) Have you initiated arrangements to provide for the welfare of your personnel?

(19) Do you have sufficient maps on hand for the emergency?

(20) Have you initiated necessary forms for payment of personnel ordered to State Active Duty?

(21) Has a risk assessment been completed?

e. Actions required following emergency:

(1) Have other commanders and/or agencies been notified of the withdrawal of troops?

(2) Have you made an inspection of all property and/or facilities used by your troops?

(3) Have you maintained a file copy of all reports and/or data required during emergency operations?

(4) Have you collected and retained pertinent data required for your "After Action Report"?

(5) Are all attached personnel properly out-processed to include Form 14 completion?

Figure 4-2

OMS	CITY	ADDRESS	ZIPCODE	PHONE /FAX	BOX
1	ONTARIO	950 N. Cucamonga Ave.	91764-2999	909-986-4329/same	186
1a	BARSTOW	1601 Armory Road	92311-5698	760-252-8249/ same	187
4	RIVERSIDE	2501 Fairmont Blvd.	92501-2111	909-684-3161/ 1446	189
5	MANHATTAN BEACH	3601 Bell Ave.	90266-3945	310-545-2442/ 0148	190
5a	COMPTON	2320 N. Parmalee Ave.	90222-1711	310-632-3945/ 1072	192
6	BELL	5300 Bandini Blvd.	90201-6408	323-264-1583/265-9497	191
8	LOS ALAMITOS	11445 Freedom St.	90720-5151	562-795-2839/ 2868	193
9	INGLEWOOD	111 Grosvenor St.	90302-2996	310-677-2727/ 3235	194
10	LOS ANGELES	1300 Federal Ave.	90025-3901	310-479-8471/575-8791	195
10a	SANTA BARBARA	700 E. Cannon Perdido St.	93103-3006	805-965-1613/899-4094	203
12	BAKERSFELD	1512 South P. St.	93307-3915	661-395-2557/ 3845	197
13	BURBANK	3800 Valhalla Dr.	91505-1128	818-845-5284/ 5266	198
14	NATIONAL CITY	303 Palm Ave.	92050-1723	619-477-8350/ 8140	199
17	SAN DIEGO	7401 Mesa College Dr.	92111-4997	858-573-7031/ 7032	202
19	CAMP SAN LUIS OBISPO	P.O. Box 8104 Bldg.1328	93403-8104	805-594-6656/ 6657	204
20	LONG BEACH	2200 Redondo Ave.	90822-1096	562-597-4025/597-6760	205
20a	SANTA ANA	612 E. Warner Ave.	92707-2941	714-641-0867/same	188
21	CAMP ROBERTS	Bldg. 932	93451-5000	805-238-8256/ 8365	206
23	RED BLUFF	2000 Park Ave.	96080-2547	530-529-0384/same	208
24	STOCKTON	8020 S. Airport Way	95206-3999	209-983-5416/ 5487	115
25	FRESNO	5575 E. Airways Blvd. #116	93727-7713	559-347-5771/ 5770	210
26	SALINAS	368 Airport Blvd.	93905-3300	831-424-6513/6852	211
27	MODESTO	630 Rouse Ave.	95351-3799	209-526-2103/ 8796	212
29	PITTSBURG	99 Power Ave.	94565-3885	925-432-6303/same	214
30	SACRAMENTO	1013 58 th St.	95819-3993	916-452-1923/454-5829	215
31	OROVILLE	1125 Pomona Ave.	95965-4798	530-533-4455/3418	216
32	SACRAMENTO	3250 Meadowview Rd.	95832-1494	916-854-3478/same	217
34	SANTA ROSA	1500 Armory Dr.	95401-4389	707-523-7527/ 528-2826	219
34a	EUREKA	3517 W. Street	95503-5657	707-445-6507/442-2204	222
35	SAN LORENZO	16501 Ashland Ave.	94580-1798	510-278-4353/ 317-8320	220
36	SAN FRANCISCO	100 Armory Dr.	94132-5000	415-661-5216/same	221
38	SAN JOSE	251 W. Hedding St.	95110-1785	408-287-5803/0414	223
OM North		8020 S. Airport Way	95206-3999	209-983-5429	115
OM South		3500 E. Stearns St.	90822-1093	562-986-6745/ 986-6738	116

CLASS IX OPERATIONS

LOS ALAMITOS	11302 Independence Road	90720-5115	562-795-1488/ 1491	111
STOCKTON	8020 S. Airport Way	95206-3999	209-983-5422/ 5305	115
CAMP ROBERTS	P.O. Box 397, Bldg. 25021	93451-0397	805-238-8259/ 5719	118
FORT IRWIN	P.O. Box 105103, Bldg. 857	92310-5103	760-380-4190/ 4235	117

COMBINED SUPPORT MAINTENANCE SHOPS (CSMS)

LONG BEACH	3500 E. Stearns St.	90822-1093	562-597-4064/ 986-6738	116
			562-986-6739	
STOCKTON	8020 S. Airport Way	95206-3999	209-983-5472/ 5401	115
			209-983-5499	

MANUEVER AREA TRAINING EQUIPMENT SITES (MATES)

FORT IRWIN	P.O. Box 105103, Bldg. 857	92310-5103	760-380-4236/ 4235	117
			760-380-4241	
CAMP ROBERTS	P.O. Box 397, San Miguel Bldg. 25021	93451-0397	805-238-8177/ 5716	118
			805-238-8177	
WHEEL VEH. POOL (CR)	P.O. Box 397, San Miguel Bldg. 3026/27	93451-0397	805-238-8330/ 5716	118

DSN Prefixes:	Camp Roberts 949	Ft Irwin 470	LBCSMS 972	SCSMS 466
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Chapter 5 Intelligence

References

- a. FM 30-5 Combat Intelligence
- b. FM 34-1 Intelligence and Electronic Warfare Operations.
- c. FM 30-17 Counterintelligence Operations.

5-1. General

- a. Civil disturbance situations may occur within the state of California involving rioting, arson, and general disregard of law and order.
- b. Natural disasters such as flood, fire, windstorm, snowstorm, earthquake, volcanic eruption, or man-made disasters such as explosion, sabotage or transportation accident, may occur within the state at any time without warning.
- c. The intelligence mission for all CNG elements is to provide for the collection, production and dissemination to all emergency deployed adjacent, higher and lower CNG forces intelligence and counterintelligence information.

5-2. Priority Intelligence Requirements (PIR)

- a. The following identifies PIR for any emergency.
 - (1) Nature and extent of emergency.
 - (2) Location, time of occurrence and estimate of duration of incident.
 - (3) What is the extent of damage/destruction and casualties in the area?
 - (4) What measures are being taken by local authorities to cope with the emergency?
 - (5) Is the emergency beyond the capabilities of locally available resources (both civil and military)? If so, what additional resources will be required?
 - (6) What military assistance and support will be required?
 - (7) What effects can be anticipated due to weather, terrain, and geography?
 - (8) What conditions or potential threats can cause further damage, destruction or casualties?
- b. Supplemental Intelligence Requirements (SIR).
 - (1) Civil Disturbance.
 - (a) Goals of the groups likely to cause disturbances.
 - (b) Are there indications of organized efforts to instigate a riot or stimulate violence?

- (c) Causes of disturbances.
 - (d) What is the estimated number of persons who may be or are involved?
 - (e) Where are potential assembly areas for crowds?
 - (f) Are known leaders and individuals who are a distinct threat present and what are they doing?
 - (g) Sources, types, and location of arms, equipment, and supplies available to the group.
 - (h) Kinds of communication and control methods used by participants and organizers.
 - (i) What methods, techniques, tactics, and weapons are rioters/demonstrators using to create incidents or disturbances?
 - (j) Do demonstrators have access to sewers, storm drains, and other underground systems?
 - (k) What civil agency is in charge of disturbance operations?
 - (l) What is the attitude of general populace towards:
 - 1 Groups causing civil disturbances?
 - 2 Civil law enforcement authorities?
 - 3 Military intervention to control the disturbance?
 - (m) Is there a possible threat to public property, including private utilities?
 - (n) Where and to what degree is looting (or rioting) occurring?
 - (o) Any attempts to sabotage CNG equipment and/or installations.
 - (p) Attempts to delay or harass motor convoys.
 - (q) Attempts to gain information from service members, strength, training level, mission, and/or morale of CNG unit.
 - (r) Attempts to break-in to ASPs or weapons locations.
- c. Natural Disasters.
 - (a) What type and amount of equipment is required?
 - (b) Is there a need for special logistical support?

5-3. Intelligence Acquisition

- a. All commanders will report PIR to their immediate higher headquarters by the fastest means using Spot Intelligence Reports (SPOTREP), Figure 5-

1. If interim headquarters are not activated or cannot be reached, send the report directly to the OTAG JOC.

b. Commanders who have been assigned emergency missions will initiate the necessary reconnaissance to conduct Intelligence Preparation of the area of operations to include the following: Establishing plans to collect pertinent information pertaining to critical points and installations; analysis of roads, bridges and terrain; weather conditions, with reference to emergency situations that may develop.

c. Commanders will be prepared to establish liaison with federal, state and local agencies and officials within their area of operation(s). (Chapter 3, Liaison.)

d. Commanders will prepare and maintain continuing estimates of the situation with respect to foreseeable emergencies, which might require the use of military support within assigned or adjacent areas.

5-4. Intelligence Sources

a. The following agencies are possible sources of intelligence data for all types of emergencies:

- (1) Higher, lower, and adjacent military headquarters.
- (2) Federal, state and local governmental agencies.
- (3) Law enforcement agencies (all levels).
- (4) Local utilities and service companies.
- (5) Local emergency managers (county and city) or directors.
- (6) National Weather Service.

b. Requests for intelligence assistance from active military organizations will be forwarded to the OTAG JOC.

5-5. Reports

a. Spot Intelligence Reports (SPOTREP) (Figure 5-1).

(1) This report contains information for priority transmission. Initial reports on specific emergencies will be submitted in this format (See Figure 5-1). Reports submitted will be serially numbered. Paragraph numbers, not title, will be used. Spot reports will not be delayed pending complete, detailed information.

(2) Once an emergency has been reported, follow-up reports are required until conditions return to normal or intelligence reports are no longer warranted. Reports should not be limited to events, but include information on the development of patterns or trends. Reports should answer the questions:

b. who? what? where? When? How? and, if possible why?

c. Intelligence Summary (INTSUM) (Figure 5-2). When a CNG unit is activated, an INTSUM will be

submitted by the SRCOM covering 12-hour periods ending 0600 and 1800, and due at OTAG JOC by 0800 and 2000, and 0200. All reports are rendered verbally; followed by a written report and submitted by the most expeditious means to the JOC. The INTSUM will be prepared in memorandum format and contain information outlined in Figure 5-2. Negative reports will be submitted when there has been no change in the intelligence situation during the six-hour period covered.

d. Operations Support Center (JOC-OPN-SPT-CTR) will issue an INTSUM covering 12-hour periods, 0600-1800 and 1800-0600. The 0600-1800 INTSUM will be issued NLT 2400 hours daily and the 1800-0600 will be issued NLT 1200 hours daily. The JOC-OPN-SPT-CTR will distribute the INTSUMs to SRCOMs.

5-6. Measures For Handling Personnel, Documents and Material

a. Dissidents. Local and state law enforcement agencies have the primary responsibility for detaining persons. When National Guard forces are requested to detain personnel and are not accompanied by police, local law enforcement agencies will be notified by the most expeditious means available. A Detainee Turnover Record can be locally fabricated from Figure 5-3 and will be prepared for each individual detained. Interrogation will be restricted to the incident under investigation.

b. Documents and Material. National Guard personnel will not confiscate documents or material discovered during the course of their operations. Documents and material associated with the disturbance will be safeguarded from destruction or removal until turned over to civil law enforcement agencies. Dangerous items/weapons will be taken from detainees before they are turned over to law enforcement personnel.

c. Any material or documents deemed critical by the ranking National Guard member at the scene will be reported immediately to the local civil agency having jurisdiction.

d. Dissident material i.e., demolition, weapons, etc., will be guarded, if possible, and will be reported through intelligence channels to this headquarters without delay. Dissident material will not be moved until disposition instructions are received from the OTAG JOC.

5-7. Counterintelligence

a. The contents of civil disturbance plans will be made available only to those military and civil agencies that have a positive need to know.

b. Release of information to the public will be IAW Chapter 11 (Public Information & Affairs) CNG EPM.

5-8. Maps

a. Maps for planning purposes will be requisitioned through normal supply channels. Emergency requests for maps will be directed to the OTAG JOC.

b. Where possible, prior to commitment for emergency operations military forces should obtain maps identical to those of the civil government/agency being supported.

c. Requests for air reconnaissance and photo missions will be submitted to the OTAG JOC.

FIGURE 5-1. Spot Intelligence Report (SPOTREP)

SPOT INTELLIGENCE REPORT (SPOTREP) FORMAT

1. FROM: (Unit and location)
2. SPOT REPORT NUMBER; (Locally assigned number and date/time group)
3. SUBJECT: (Nature of emergency)
4. REFERENCE TO PREVIOUS REPORT (if applicable; otherwise state "NONE"):
5. TIME, DATE, AND LOCATION OF INCIDENT
6. PERSONNEL: (Civilian/military, organizations or installations involved)
7. SOURCE OF INFORMATION:
8. EVALUATION OF SOURCE OF INFORMATION: (reliable, unreliable, questionable)
9. TIME AND DATE INFORMATION WAS RECEIVED BY REPORTING AGENCY:
10. SIGNIFICANCE AND/OR EFFECT UPON MILITARY OPERATIONS:
11. ACTION TAKEN BY REPORTING AGENCY, AND RESULTS (if no action taken, state "NONE"):
12. SUMMARY (See next page)

FIGURE 5-1. Spot Intelligence Report (SPOTREP)

SUMMARY PORTION OF SPOTREP

The following checklist will be used as a guide in preparation of paragraph 12 of SPOTREP:

- a. Natural/Technological disasters.
 - (1) Geographical location(s) of affected areas.
 - (2) Probable and or possible consequences.
 - (3) What disruption of public utilities (communications, water electric power, fuels, road/air route information) has occurred or is expected.
 - (4) Military personnel and/or federal/state property threatened.
 - (5) Number of casualties.
 - (6) Evidence of disorder or hysteria among the population, if any.
 - (7) Degree to which civilian agencies have committed their resources.
- b. Civil disturbances.
 - (1) Geographical location and limits of affected area.
 - (2) Who or what provoked the disturbance.
 - (3) Names of dissident leaders, if known.
 - (4) Status of dissident activity at time of report.Goal of demonstrators/purpose (i.e., environmental, capitalism, animal rights, police brutality)
 - (5) Activity of any identified or suspected subversive element.
 - (6) Incidents of friction among any divergent elements involved.
 - (7) Approximate number of persons involved (dissident).
 - (8) Number of casualties.
 - (9) Damage or likelihood of damage to federal/state public or private property.
 - (10) Involvement of major manufacturing plants and other large industries.
 - (11) Likelihood of further incidents occurring (tension level in area).
 - (12) Cyber attacks of ability to conduct.
 - (13) Ability of civil authorities to handle the situation.
 - (14) Probable and possible consequences
 - (15) New identification (organizations, personalities).
 - (16) Impact to ingress/egress road closures and air restrictions.

FIGURE 5-2.
Intelligence Summary (INTSUM)

INTELLIGENCE SUMMARY (INTSUM)
FORMAT

(CLASSIFICATION)

Issuing headquarters
Place of issue (may be in code
Date-time group of signature
Message reference number

INTELLIGENCE SUMMARY (INTSUM)

References: Maps, charts, and other relevant documents.

Time Zone: Local

1. Summary of Threat Situation

Information about threat forces essential in implementing the operation plan. When the amount of details makes it appropriate intelligence document, or appendix to the annex, may be used. Reference to documents not included in the annex should not be made when they are not available to all recipients of the annex.

2. Essential Elements of Information

List each essential element of information (EEI) in a separate subparagraph. If a priority has been assigned to the EEI, list in order and so state. In a final subparagraph, list other intelligence requirements, if any. If an intelligence annex is not prepared or is distributed separately from the basic order, EEI should be listed in the coordinating instructions subparagraph or the operation order.

3. Intelligence Acquisition Tasks

- a. Orders to Subordinate and Attached Units. List by unit in a separate numbered subparagraph detailed instructions for reports required by the issuing headquarters. Units are listed in the same order as they are listed in the operation order.
- b. Requests to Higher, Adjacent, and Cooperating Units. List in a separate numbered subparagraph requests for information from units not organic or attached.

4. Measures For Handling Personnel, Documents, and Material

This paragraph contains instructions about the operation that are not contained in the CNG EPM for the current operation. Examples include;

- a. Prisoners/Detainees. Special handling and segregation instructions. Location of mass confinement facility.

- b. Captured Documents. Instructions for handling and processing of captured documents from time of capture to receipt by specified intelligence personnel.

- c. Captured Materiel. Designation of items or categories of threat materiel required for examination, and specific instruction for their processing and disposition.

5. Documents and or Equipment Required

This paragraph lists, in each category, the conditions under which certain documents or equipment required by or allocated to units can be obtained or requested. Items may include air photographs, and maps.

6. Counterintelligence

- a. Many special operational instructions having counterintelligence aspects are listed in the Operation Order or in other annexes.
- b. Certain instructions and procedures on the operations of special personnel in the operation may require limited dissemination on a "need to know" basis; therefore, a "Special Counterintelligence Measures" appendix may be prepared for a limited and specified number of addressees:

7. Reports and Distribution

The CNG EPM covers this paragraph. It stipulates the conditions (for example, dates, number of copies, issue) regulating the issue of intelligence reports to the originating command for the duration of the operation. Any or all of the following items may be covered in this paragraph:

- a. Period to be covered by routine reports and distribution.
- b. Routine and special reports that differ from CNG EPM required from subordinate units.
- c. Periodic or special conferences of intelligence officers.
- d. Distribution of special intelligence studies, such as defense
- e. Overprints, photo intelligence reports, and Task Force Overlays.
- f. Special intelligence liaison when indicated.

8. Miscellaneous Instructions (if required)

List here, under special subparagraphs, necessary items that are not covered above or in the CNG EPM,

or that require action different from that detailed in the CNG EPM.

Last name of commander
Rank

Acknowledgment:

(CLASSIFICATION)

FIGURE 5-3. Detainee Turnover Record

DETAINEE TURNOVER RECORD

1. Detainee Information:

- a.* Name:
- b.* Address:
- c.* Description:

2. What Detainee Did:

- a.* Description of Incident (include when and where it occurred):

3. Who Made Detention:

- a.* Name:
- b.* Rank:
- c.* Unit:

4. Escort:

- a.* Name:
- b.* Rank:
- c.* Unit:

5. Witnesses: (Include Name, rank, and unit or address)

6. Weapons and Articles Removed:

Chapter 6

Force Protection

References. NGB PAM 190-1.

6-1. General

Physical security of CNG personnel, equipment and facilities is a responsibility of commanders at all levels. Vandalism, theft, and terrorism directed against military targets during emergencies is possible during some emergencies. The procedures, and the standardized measures required of commanders are basically common sense actions designed to reduce the likelihood of CNG personnel, facilities, equipment from being injured or damaged. Terrorists and vandals are less likely to target facilities where the risk of discovery and arrest is higher than other soft targets that display no security awareness or preparations.

6-2. Threat Conditions (THREATCONS)

a. THREATCONS are degree of preparedness which dictate certain actions by commanders to increase the level of security AWARENESS AND EFFECT measures to defeat vandalism, terrorism, and sabotage, against military facilities, equipment and personnel.

b. Each THREATCON level has an associated list which identifies the actions required. When a commander is notified that an increased level of THREATCON is invoked, immediate action is necessary. Each action on the list is mandatory when a THREATCON level is imposed by higher headquarters. When self-imposed in response to local conditions which may not effect other facilities, the commander's discretion is allowed to select those actions he considers appropriate to the threat. The measures to be taken at each THREATCON are detailed at paragraph 6-3 and are also found in NGB PAM 190-1, AR 190-1.

c. THREATCON level is an Essential element of Friendly Information (EEFI) which, when changed, requires an immediate report through succeeding higher commands to the OTAG JOC.

d. **THREATCONS** are measured at five levels:

(1) **THREATCON NORMAL.** Applies when there is no discernible threat of possible terrorist activity. Under these conditions, only a routine security posture, designed to defeat the criminal threat, is warranted. The minimum THREATCON for U.S. Army commands is NORMAL.

(2) **THREATCON ALPHA.** This level of preparation is normally in response to a general situation or threat situation or threat analysis. This level must be capable of being sustained indefinitely with existing resources. Applies when there is a

general threat of possible terrorist activity against personnel and/or installations, the nature and extent of which is unpredictable, and circumstances do not justify full implementation of **THREATCON BRAVO** measures. Commands must be capable of maintaining **THREATCON ALPHA** measures indefinitely, with only limited impact on normal operations.

(3) **THREATCON BRAVO.** This level of preparation is in response to a pattern of threats or action which could be directed against military targets in general. This level of vigilance must be capable of being sustained for weeks. Applies when an increased or more predictable threat of terrorist activity exists. Commanders must be capable of maintaining the measures of this **THREATCON** for several weeks without causing undue hardship to personnel, substantially affecting operational capabilities or aggravating relations with local authorities and members of the local civilian or host nation community.

(4) **THREATCON CHARLIE.** An intermediate warning of activities within the immediate vicinity which threaten the military facility. This level of alert cannot be sustained more than several days without augmentation. Applies when an incident occurs or intelligence indicates that some form of terrorist action against personnel and/or facilities is imminent. Implementation of **THREATCON CHARLIE** measures for more than a short period probably will create hardships for personnel and affect the peacetime activities of units and personnel.

(5) **THREATCON DELTA.** The highest level of warning. The threat of activities directed against particular facility is confirmed or has taken place and commanders should complete ALL security measures prescribed in the checklists, prepare security personnel for imminent action, request additional personnel and equipment, and take steps to protect families and non-military visitors as may be possible within the time allowed. Implementation applies in the immediate area where a terrorist attack occurred or when intelligence indicates that terrorist action against a specific location is likely. Implementation of **THREATCON DELTA** normally occurs for only limited periods of time over specific, localized areas. Commands cannot sustain **THREATCON DELTA** for extended periods without causing significant hardships for personnel and substantial reductions in capability to perform normal peacetime missions.

6-3. Actions During THREATCONS

The following actions will be taken when the various **THREATCONS** are declared:

a. **THREATCON NORMAL.** Local security measures designed for implementation when there is no credible threat of terrorist activity.

b. **THREATCON ALPHA.**

(1) **Measure 1.** At regular intervals, remind all personnel, including family members, to report the following to appropriate law enforcement or security agencies—

(a) Suspicious personnel, particularly those carrying suitcases or other containers, or those observing, photographing, or asking questions about military operations or security measures.

(b) Unidentified vehicles parked or operated in a suspicious manner on, or in the vicinity of U.S. installations, units, or facilities.

(c) abandoned parcels or suitcases.

(d) Any other activity considered suspicious.

(2) **Measure 2.**

(a) Ensure that law enforcement and security agencies have immediate access to building floor plans and emergency evacuation plans for MEVAs.

(b) Maintain the installation Crisis Management Team (CMT) on two hour recall.

(3) **Measure 3.** Secure buildings, rooms, and storage areas not in regular use. Maintain a list of secured facilities and areas at installation, directorate or activity level.

(4) **Measure 4.** Increase unannounced security spot checks (inspection of personal identification; vehicle registration; and the contents of vehicles, suitcases, briefcases and other containers) at access control points of U.S. installations and facilities.

(5) **Measure 5.** Reduce the number of access points for vehicles and personnel to minimum levels, consistent with the requirement to maintain a reasonable flow of traffic.

(6) **Measure 6.** As a deterrent, randomly apply one of the following measures from **THREATCON BRAVO**—

(a) Regularly inspect all buildings, rooms, and storage areas not in regular use (Measure 15).

(b) At the beginning and end of each workday and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages, or for signs of tampering, or indications of unauthorized entry (Measure 16).

(c) Inspect all deliveries to messes, commissaries, exchanges, guest houses, clubs, libraries, schools and other locally-designated, common use facilities to identify explosive and incendiary devices. Use trained explosive ordnance detection dog (EODD) teams for some inspections, when available. Encourage family members to report

suspicious packages to local law enforcement agencies, and refrain from handling such packages until cleared by appropriate authority (Measure 18).

(d) Increase both overt and covert security force surveillance of messes, commissaries, exchanges, guest houses, clubs, libraries, schools, chapels and other locally-designated soft targets to improve deterrence and build confidence among staff and family members. (Measure 19).

(7) **Measure 7.** Review all operations plans and orders, and SOP, which pertain to implementation of **THREATCONS BRAVO** through **DELTA**.

(8) **Measure 8.** Review security measures for high risk personnel (HRP) and implement additional measures warranted by the threat and existing vulnerabilities (for example, HRP should alter established patterns of behavior and wear inconspicuous body armor when traveling in public areas).

(9) **Measure 9.** Increase liaison with local police, intelligence and security agencies to monitor the threat to Army personnel installations and facilities. Notify local police agencies concerning **THREATCON BRAVO** measures that, if implemented, could impact on their operations in the local community.

(10) **Measure 10.** Spare for MACOM or installation use.

c. **THREATCON BRAVO.**

(1) **Measure 11.** Increase the frequency of warnings required by Measure 1 and inform personnel of additional unclassified threat information, if available.

(2) **Measure 12.** Retain CMT personnel on two hour recall. Periodically exercise two hour recall of the Special Reaction Team (SRT) and the CMT to ensure readiness.

(3) **Measure 13.** Review provisions of all operations plans and orders, and SOPs associated with implementation of **THREATCON CHARLIE**.

(4) **Measure 14.** Move automobiles and objects such as trash containers and crates at least 25 meters from MEVAs. If the configuration of the facility or area precludes implementation of this measure, take appropriate compensatory measures per local plans (frequent inspection by EODD teams, controlled access to parking areas, etc.).

(5) **Measure 15.** Regularly inspect all buildings, rooms, and storage areas not in regular use.

(6) **Measure 16.** At the beginning and end of each workday and at frequent intervals, inspect the interior and exterior of buildings in regular use for suspicious activity or packages, or for signs of tampering, or indications of unauthorized entry.

(7) **Measure 17.** Implement screening procedures for all incoming official mail to identify possible explosive or incendiary devices, or other dangerous

material. If available, use trained EODD teams for inspection of suspicious items and to conduct periodic teams for inspection of suspicious items and to conduct periodic screening of mail. Encourage soldiers, civilian employees, and family members to inspect their personal mail, report suspicious items to local law enforcement agencies, and refrain from handling such item until cleared by appropriate authority.

(8) **Measure 18.** Inspect all deliveries to messes, exchanges guest houses, clubs, libraries, schools and other locally-designated common use facilities to identify explosive and incendiary devices. Use trained EODD teams for inspections, when available. Encourage family members to report suspicious packages to local law enforcement agencies, and refrain from handling them until cleared by appropriate authority.

(9) **Measure 19.** Increase both overt and covert security force surveillance of messes, commissaries, exchanges, guest houses, clubs, libraries, schools, chapels and other locally-designated soft targets to improve deterrence and build confidence among staff and family members.

(10) **Measure 20.** Inform soldiers, civilian employees and family members of the general threat situation. Periodically update all personnel as the situation changes.

(11) **Measure 21.** Brief representatives of all units and activities on the installation concerning the threat and security measures implemented in responses to the threat. Implement procedures to provide periodic updates for these unit and activity representatives.

(12) **Measure 22.** Verify the identity of all personnel entering installation MEVAs and other sensitive activities specified in local plans (inspect identification cards or grant access based on visual recognition). Visually inspect the interior of all vehicles and the exterior of all suitcases, briefcases, packages and other containers. Increase the frequency of detailed vehicle inspections (trunk, undercarriage, glove boxes, etc.) and the frequency of inspections of suitcases, briefcases and other containers.

(13) **Measure 23.** Increase the frequency of random identify checks (inspection of identification cards, security badges, and vehicle registration documents) conducted by security force patrols on the installation.

(14) **Measure 24.** Increase security provided to off-post personnel in conjunction with host nation law enforcement agencies, where required and/or practicable, or transport off-post personnel to protected areas per local contingency plans (OCONUS). Remind all personnel to lock parked vehicles and inspect vehicles for suspicious items before entering and driving them.

(15) **Measure 25.** Implement additional security measures for high risk personnel (HRP), such as conduct of counter-surveillance operations, in accordance with existing plans. Consider providing 24 hour protective services protection for Level I HRP, if not already provided.

(16) **Measure 26.** Brief all law enforcement personnel guards, and security augmentation force personnel concerning the threat and policies governing use of force/rules of engagement. Repeat this briefing on a periodic basis.

(17) **Measure 27.** Increase liaison with local police, intelligence and security agencies to monitor the threat to army personnel installations and facilities. Notify local police agencies concerning THREATCON CHARLIE and ELTA measures that, if implement, could impact on their operation sin the local community.

(18) **Measure 28.** Implement Random antiterrorism Measures Program (RAMP).

(19) **Measure 29.** Spare for MACOM or installation use.

d. **THREATCON CHARLIE.**

(1) **Measure 30.** Continue all **THREATCON ALPHA** and **BRAVO** measures or introduce those which have not already been implemented.

(2) **Measure 31.** Recall staff representatives and initiate 24 hours operation of the CMT. Place the SRT on 15 minute recall.

(3) **Measure 32.** Reduce installation and MEVA access points to the absolute minimum necessary for continued operation.

(4) **Measure 33.** Verify the identify of all personnel entering U.S. installations, facilities and activities (to include housing areas, schools and other facilities which are not located on installations). Inspect identification cards, security badges or other forms of personal identification. Visually inspect the interior of all vehicles and the exterior of all suitcases, briefcases and other containers. Increase the frequency of detailed vehicle inspections (trunk, undercarriage, glove boxes, etc.) and the frequency of inspections of suitcases, briefcases and other containers.

(5) **Measure 34.** Remove all vehicles parked within 25 meters of MEVAs and other sensitive activities specified in local plans. Implement centralized parking and shuttle bus service, where required.

(6) **Measure 35.** Issue weapons to all law enforcement personnel, security guards, and guard force augmentation personnel, if not already accomplished. Ensure that all personnel have been briefed concerning policies governing the use of force/rules of engagement, particularly criteria for use of deadly force. Ensure that ammunition is available

for immediate issue (for those personnel not already issued ammunition) and that supervisory personnel are familiar with policies governing issuance of ammunition.

(7) **Measure 36.** Increase security patrol activity to the maximum level sustainable. Weight the effort toward MEVAs, to include potential “soft” target areas such as housing areas, hospitals and schools.

(8) **Measure 37.** Position guard force personnel in the vicinity of all MEVAs. In OCONUS areas where permitted by the host nation position additional security personnel in the vicinity of otherwise unprotected areas.

(9) **Measure 38.** Erect barriers required to control direction of traffic flow and to protect facilities vulnerable to bomb attack by parked or moving vehicles.

(10) **Measure 39.** Consult local authorities about closing public (and military) roads and facilities that might make sites more vulnerable to terrorist attacks.

(11) **Measure 40.** Spare for MACOM or installation use.

e. THREATCON DELTA.

(1) **Measure 41.** Continue all THREATCON ALPHA, BRAVO and CHARLIE measures, or introduce those which have not already been implemented.

(2) **Measure 42.** Augment guard forces to ensure absolute control over access to the installation, MEVAs, and other potential target areas.

(3) **Measure 43.** Identify the owners of all vehicles already on the installation and, OCONUS, in the vicinity of soft targets off installations. In those cases where the presence of a vehicle can not be explained (owner is not present and has no obvious military affiliation), inspect the vehicle for explosive or incendiary devices, or other dangerous items, and remove the vehicle from the vicinity of MEVAs, soft targets and other sensitive areas as soon as possible.

(4) **Measure 44.** Inspect all vehicles entering the installation, facility or activity. Inspections should include cargo storage areas, undercarriage, glove boxes and other areas where explosive or incendiary devices, or other dangerous items could be concealed. Briefcases, suit cases, boxes and other containers in vehicles should also be inspected.

(5) **Measure 45.** Limit access to installations, facilities and activities to those personnel with a legitimate and verifiable need to enter.

(6) **Measure 46.** Inspect all baggage, such as suitcases, packages, and briefcases brought on the installation for presence of explosive or incendiary devices, or other dangerous items.

(7) **Measure 47.** Take measures to control access to all areas under the jurisdiction of the U.S. command or agency.

(8) **Measure 48.** Implement frequent inspections of the exterior of buildings (to include roof areas) and parking areas. Inspections at MEVAs and in the vicinity of soft targets should be conducted by security force personnel.

(9) **Measure 49.** Cancel or delay all administrative movement that is not mission essential.

(10) **Measure 50.** Request that local authorities close those public roads and facilities in the vicinity of military installations, facilities and activities that might facilitate execution of a terrorist attack.

(11) **Measure 51.** Spare for MACOM or installation use.

6-4. Defense Readiness Conditions (DEFCON)

A uniform system of progressive alert postures for use between the Joint Chiefs of Staff and the commanders of unified and specified commands, and for use by the Services. Definitions of individual DEFCONs are as follows:

(a) **DEFCON 5.** Normal readiness.

(b) **DEFCON 4.** Increased intelligence watch and strengthened security measures.

(c) **DEFCON 3.** An increase in force readiness above that required for normal readiness.

(d) **DEFCON 2.** A further increase in force readiness but less than maximum readiness.

(e) **DEFCON 1.** Maximum force readiness.

6-5. Security Measures For Emergency Missions

a. There are many kinds of emergencies for which the CNG has an active response role. Not all of the emergencies where the CNG is deployed may enjoy the support of all the citizens of California. Counterdrug, labor action by public employees of vital government services, prison riots, and civil disturbances are examples of missions where the likelihood of strong emotions and public resistance to military authority may be present. As a general rule, that only the minimum amount of visible security required to protect personnel and equipment will be used by CNG forces to complete an assigned mission.

b. SRCOMS are required to adhere to the security measures by supported agencies when deployed on emergency missions. In addition, measures unique to the protection of military personnel and equipment cannot always be imposed on the public and non-military emergency personnel. Considerable flexibility and judgment are required by SRCOMS in the application of military solutions to security matters. Effective and continuous coordination by the SRCOM commander with the Incident Commander (IC) of the supported agency is the best method of achieving a mutually acceptable security posture for the supporting military force.

c. Designation and Control of "CNG RESTRICTED AREAS".

(1) All areas physically occupied by CNG elements ordered to State Active Duty for an emergency training bases, bivouacs, command posts, motor parks, and all armories and installations within an emergency area may be designated as a "CNG RESTRICTED AREA" by the unit commander under provisions of the Military and Veteran's Code of California. A CNG RESTRICTED AREA may be designated by posting the area occupied by the CNG with signs (see Figure 6-1). A RESTRICTED AREA may be declared by commanders at installations and armories outside the emergency area when there are positive indications of a threat to the facility.

(2) Access to a CNG RESTRICTED AREA is best controlled by personal recognition and official identification Cards. Military and civilian uniforms should not be relied upon for sole and conclusive evidence of identification. The use of passwords and countersigns is not appropriate in an emergency area occupied by many agencies and non-military emergency workers.

d. Security Guard will be posted by the unit commander to control access and to detect illegal entry. The following additional security measures are authorized and should be implemented as appropriate:

(1) Requests for increased law enforcement surveillance.

(2) Lock gates and doors during normal duty hours.

(3) Illuminate exterior and selected interior areas.

(4) When authorized by the OTAG JOC, arming full-time personnel for self-protection.

e. Local law enforcement has the ultimate responsibility for the protection of CNG facilities and personnel. State Police have jurisdiction for the physical protection of CNG armories and installations. Commanders will request authority from the OTAG JOC to supplement security measures by ordering personnel to State Active Duty (or other appropriate pay status) in the capacity of security guards. The utilization of full-time personnel as security guards is authorized in an extreme emergency as an immediate security measure to ensure their own protection and the protection of CNG property and equipment.

6-6. Application of Force

a. The forceful removal of peaceful demonstrators and illegal trespassers will be accomplished by civil law enforcement agencies whenever possible. However, the Military and Veteran's Code provides authority to the senior officer at an installation or restricted area to physically detain illegal trespassers when civil law enforcement is not available. Under this authority:

(1) The senior officer in charge of the facility will announce a dispersal order using a loudspeaker or public address system when available (see sample Dispersal Order, figure 6-2). A tape recorder should be used to verify the order was given and heard by the demonstrators.

(2) Demonstrators will be given a reasonable time to disperse. Failing to do so then requires that the OIC request local law enforcement representatives to arrest and remove the offenders.

(3) Where civil law enforcement is unable or unwilling to arrest and remove the demonstrators and the CNG RESTRICTED AREA is within a designated emergency area, the military official in charge of the facility may employ minimum force necessary to remove the demonstrators from CNG property. A CNG RESTRICTED AREA may be designated by posting the area occupied by the CNG with signs (see Figure 6-1).

b. Rules of engagement (ROE) for the Use of Deadly Force. The right of self-protection from death or great bodily harm is inherent in all law. The use of deadly force by CNG personnel during an emergency may be authorized when the lives of personnel are threatened by deadly force or when the possibility of great bodily harm is present from deadly force used against them. However, not all emergencies require the same rules of engagement. Each separate contingency plan requiring modified rules of engagement shall specifically state the ROE for that emergency mission. In the absence of modified ROE, the following Rules of engagement will apply during an emergency: Any modifications will be authorized by this headquarters only.

(1) The use of deadly force is authorized only when all three of the following conditions are present:

(a) All other means have been exhausted or are not readily available.

(b) The risk of death or serious bodily harm to innocent persons is not significantly increased by its use.

(c) The purpose of its use is one or more of the following:

1 Self-defense to avoid death or serious bodily harm (threat of harm is not restricted to firearms but may include assault with bricks, pipes, or other heavy missiles, incendiary and explosive services, or other material which could cause death or serious bodily harm).

2 Prevention of a crime which involves a substantial risk of death or serious bodily harm.

3 Defense of others where there is a substantial risk of death or serious bodily harm.

4 The prevention of escape of detained persons against whom the use of deadly force is authorized in subparagraphs 1, 2 and 3 above.

5 Authorization to procure security ammunition is requested through OTAG JOC. Quantity, type of ammunition, and issue point will be specified by OTAG according to the mission, availability, and threat. Commanders are prohibited from issuing ammunition without authority from The Adjutant General.

6 With the exception of bases/facilities where CNG personnel are armed on a daily basis, such as ANG facilities, Commanders will not issue ammunition unless directed by this Headquarters. Ammunition will, at all times, be issued only when directed to deploy with weapons, be under the control of the OIC and issued to individuals only when, in the judgment of the senior officer or senior NCO present, the use of weapons will be required in the performance of duty.

7 The possession of privately owned weapons or the transport of privately owned weapons to an emergency site is strictly prohibited.

8 The authority to use chemical munitions is delegated to the senior officer at the scene once The Adjutant General or his designee (OTAG has approved their issue). The use of chemical munitions is considered an intermediate use of force and should, if

possible, always be employed before the application of deadly force. The authority to disperse chemical agents by aircraft is retained by The Adjutant General.

9 Requests for the issue of shotguns will be through the OTAG JOC. Issue point, quantity, and approved ammunition type will be determined by OTAG.

6-7. Arming Order (AO)

Local commanders will determine which of the following will be used based on mission requirements. Local commanders can modify the arming orders depending on mission, terrain, troops, and time available. *a.* Arming Order Matrix:

	RIFLE*	BAYONET**	MAGAZINE	CHAMBER
AO-1	SLING	SHEATHED	IN POUCH	EMPTY
AO-2	PORT	SHEATHED	IN POUCH	EMPTY
AO-2	PORT	SHEATHED	IN WEAPON	EMPTY
AO-4	PORT	FIXED	IN WEAPON	EMPTY
AO-5	PORT	FIXED	IN WEAPON	LOADED

*Port arms is defined as having the rifle at the ready.

**Bayonet posture can be modified by local commanders based on Mission enemy, Terrain, Troops available and Time available (METT-T)

b. Arming Orders are not necessarily sequential. Commanders may elect that posture which is most appropriate for the threat. The minimum necessary force principle will constrain the commander's choice.

c. Arming orders AO-4 through AO-5 may be elected when forces are fired upon. Selected marksmen will be directed to return fire.

d. No automatic weapons will be brought to the scene unless authorized by the OTAG. M16 Rifles will be modified by the installation of a locking plate rendering it unable to fire in the auto mode.

e. Only ball ammunition will be issued. Armor piercing rounds will not be issued. Blank ammunition will not be issued or fired.

Chapter 7

Personnel/Administration

7-1. Orders.

a. Initial order to state active duty may be verbal (VOCO), transmitted via telephone, radio or personal contact. Unit commanders will initiate OTAG Form 14s (See Ch 10) for all personnel ordered to state active duty. Unit commanders will forward to OTAG CAJS-PO, completed Form 14s for personnel performing duty at home station every 10 days. SRCOMs will complete Form 14s for deployed personnel and submit them to OTAG CAJS-PO upon completion of the mission or every 10 days whichever is shorter. For ANG units, OTAG Form 14s will be submitted through ANG Support Centers to CAJS-PO. OTAG will publish and distribute written orders to SAD after receipt of the Form 14s.

b. Although in many instances the OTAG JOC will ask for volunteers, emergency state active duty is not a voluntary assignment.

7-2. Deployment Restriction.

Personnel identified below will not be deployed. However, they may be called to duty to perform administrative functions at an armory or base, unless otherwise directed by the OTAG JOC.

a. Personnel who have completed less than six months service and who have not completed REP training, and for civil disturbance operations, those who have not completed civil disturbance preparatory training.

b. Personnel whose term of enlistment expires within fifteen days and have indicated they will not extend their enlistment.

c. Personnel with temporary physical limitations or other inabilities which will hinder effective performance of duty.

d. Members not having the prescribed uniform(s).

e. Soldiers enrolled in a State Officer Candidate Program.

f. Personnel awaiting Initial Entry Training (IET) or Advanced Individual Training (AIT) phase of Split Option Training can be mobilized and used for headquarters support tasks, i.e., staff duty, family support, routine admin/log support at the armory. They may not be deployed for field operations.

g. Civilian Acquired Skills Program (CASP) personnel who have completed basic training but have not been awarded a Military Occupational Specialty (MOS), can be mobilized and used for headquarters support tasks, i.e., staff duty, family support, routine admin/log support at the armory. They may not be deployed for field operations.

h. Reserve Officer Training Corps/Simultaneous Membership Program (ROTC/SMP) participants who have been awarded an MOS can deploy with their unit in an enlisted status.

i. Full-time personnel (ARNG). Active Guard/Reserve, Federal Technician, State Active Duty (AGR, Fed Tech, SAD) see *Figure 7-2*.

j. Personnel who are injured, sick, or not cleared for duty will not be mobilized. Personnel with valid medical profiles can be mobilized within the limitations of their profile.

k. Members of the Inactive National Guard (ING) will not be recalled; however, individuals may volunteer for SAD.

l. Personnel not deployable by reason of dependency, can be mobilized and used for headquarters support tasks, i.e., staff duty, family support, routine admin/log support at the armory. They may not be deployed for field operations.

m. Personnel not deployable due to pregnancy may be mobilized and used for headquarters support tasks, i.e., staff duty, family support, routine admin/log support at the armory. They may not be deployed for field operations.

n. Personnel with personal or community hardships may be mobilized and utilized for headquarters support tasks, i.e., staff duty, family support, routine admin/log support at the armory. They may not be deployed for field operations.

o. Personnel with orthopedic appliances requiring active maintenance may be mobilized for headquarters support tasks, i.e., staff duty, family support, routine admin/log support at the armory. They may not be deployed for field operations. Personnel with orthopedic appliances that do not require active maintenance and do not preclude the wearing and use of personal military equipment may be deployed for field operations.

7-3. Leave.

Personnel may be granted emergency leave for all or any portion of an emergency period, when requirements for such leave have been verified to the satisfaction of the unit commander. Emergency leave is without pay.

7-4. Rotation of Deployed Personnel.

- a. ARNG SRCOMs will coordinate all personnel rotations with the OTAG JOC.
- b. Rotation of personnel will be on a one-for-one basis. Replacement personnel will occur on site. Each replacement must be fully inprocessed on the mission before the outgoing personnel will be released.
- c. Transportation for rotating personnel will be supplied by the parent unit.

7-5. Morale and Personnel Services.

- a. Authorized absences. Leave and pass privileges will be suspended during emergency operations except as otherwise noted.

- b. Mail.

(1) Each ARNG commander will appoint a mail clerk IAW AR 340-5. Mail distribution will be accomplished by one of two following methods:

(a) When time and geographics support mail delivery by individual organizations, commands are encouraged to pick-up and deliver mail via their organic message center utilizing messengers driving to and from home station location and field sites.

(b) When time and geographics do not support mail delivery by individual organizations from home stations to field sites, mail will be addressed to the armory closest to the organization's field site. Mail/postal clerks will coordinate as necessary for mail pick-up and delivery with the supporting armory.

(2) Schedules for pick-up and delivery will be published upon designation of distribution centers.

- c. Chaplain Support.

(1) Religious services are a responsibility of individual commands. The state chaplain will ensure adequate coverage is provided by direct coordination with all SRCOMS.

(2) Chaplains will be used to the maximum extent possible in the notification of next-of-kin in serious injuries or death cases. (See paragraph 7-8, Notification Procedures).

d. Decorations and Awards. Outstanding acts or performance of duty will be recognized by each command in accordance with CAARNGR 672-1/AR 672-1 and CAANGR 900-10. Recommendations for awards may be either interim awards or accompany the unit's AAR to the proper awarding authority for processing.

e. Appearance/Uniforms. Commanders will ensure that CNG personnel maintain the highest standards of appearance, grooming, and individual conduct. Military uniforms will be worn at all times by CNG personnel while on duty. The commander will prescribe the uniform and individual equipment that will be worn by CNG personnel.

7-6. Next-of-Kin (NOK) Notification Procedures.

In event of a serious injury or death, notification will be made IAW CAARNGR 190-40 or AFI 36-2002 to the OTAG JOC, by the most expeditious means possible. The primary next-of-kin as recorded on DD Form 93 (maintained in personnel records file) will be notified in case of death or serious injury, in person, by a uniformed member of the National Guard. OTAG JOC will notify CAMP-SB and the state chaplain (for ARNG). When next-of-kin resides outside of the state, CAMP-SB notify the Military Department of the appropriate state and request a representative to accomplish notification. Next of kin notification for ANG personnel is per AFI 36-2002 and is accomplished through QH CA ANG/DP.

7-7. Employer Support of the Guard.

a. When professional hardships are incurred as a result of mobilization, unit commanders will provide a "Letter to Employer" to each unit member. (See Figure 7-1).

b. Each service member will complete the employer's address and provide a copy of the letter, with unit orders, to their respective employer.

c. In the event of a rapid mobilization and deployment, the unit will consolidate and mail employer letters. (This can be accomplished by the stay behind force or the Family Support Groups.)

7-8. Medical Care.

a Home Station. Sick call and routine medical care while at home station will be provided, in order, by:

- (1) Organic unit medical personnel
- (2) Nearest active Medical Treatment Facility (MTF)
- (3) Veterans Administration MTF
- (4) Civilian Facilities

b Home Station medical emergencies will be directed to the nearest MTF-military or civilian.

c Enroute to Field Mobilization Site. If a serious injury or illness occurs while enroute to a field mobilization site that requires a soldier/airman to be admitted to MTF, the nearest adequate facility available (civilian or military) will be utilized. The JOC Operations Officer should be immediately notified and provided information as contained in CAL ARNG 190-40R.

d While Deployed. Personnel incurring injury or illness while deployed will be treated IAW the established procedures.

Chapter 8 Logistics

8-1. General

The supported agency is responsible for providing basic logistical support during state emergency duty. If Logistical support is not provided, commanders will be authorized limited procurement authority to accomplish their mission. **Do not purchase food, supplies, parts, or fuel without authorization of the Joint Operations Center J4, through the SRCOM/TF chain of command. Unauthorized or undocumented expenditures of federal funds or use of federal supplies will not be reimbursed by the State of California or FEMA.** Failure to obtain prior authorization for expenditure of federal funds will result in the loss of your unit's federal OPTEMPO dollars. Specific guidance is available from the JOC J4 at 916-854-3661, CAGNET 63661, DSN 466-3661.

8-2. Supply and Services

a. Supply

Class I (Subsistence).

(1) Subsistence at Mission Site. The SRCOM/TF Commander is responsible for obtaining meals for soldiers deployed to a mission site using one of the following methods:

- (a) Food service/procedures of the supported agency.
- (b) Alternative methods, authorized and coordinated by the Joint Operations Center (JOC) J4, include contract vendor (bulk), organic or augmentation mess section, OTAG Form 37-3 (individual and remote small groups), MREs from contingency stocks.

(c) Subsistence Enroute. The convoy commander is responsible for obtaining meals for soldiers while enroute to a mission site. Direct coordination for meals will be made with JOC J4 during convoy route processing.

(2) Subsistence for Command and Control (non-deployed) elements will be coordinated through the JOC as necessary.

(3) Reimbursement will not be made for the unauthorized purchase of meals. This could result in out-of-pocket expenses incurred by the CNG personnel.

Class II

Soldiers/Airman deploying on emergency missions will depart from home station with a full issue of Class II items. Commanders will request administrative and housekeeping supplies to be submitted through the logistics channel, to the JOC J4.

Class III

(1) Accurate accounting of all POL expenditure is necessary to obtain reimbursement of unit OPTEMPO assets by the State of California. SRCOM, Task Force, Unit and Convoy Commanders must insure accurate accounting to obtain reimbursement in kind for POL consumed.

(2) Operators will ensure that vehicles and equipment will be filled (topped-off) to capacity from CNG resources at the time of initial deployment and after the termination of the operation. Specific directions for bulk fuel vehicles will be provided prior to deployment.

(3) Convoy commanders will coordinate refueling enroute with the JOC J4 during convoy planning.

(4) SRCOM and/or TF Commanders will obtain fuel resupply from the supported agency at the mission site.

(5) If the supported agency cannot supply fuel coordinate with JOC J4 for resupply.

(6) Emergency one time use of a Government Credit Card may be authorized. The mission number and vehicle number must be recorded on the credit card receipt. Coordinate with the JOC J4 prior to purchase. Do not use a US Government Credit Card to purchase fuel without prior authorization from the JOC J4.

(7) Reimbursement will not be made for the unauthorized purchase of fuel.

Class IV – N/A

Class V

(1) Security ammunition stored at units will be issued/utilized only upon the direct order of the TAG/JOC Director.

(2) Commanders will request ammunition re-supply via normal channels with formal accountability documents being completed at each level. Re-supply will be coordinated by the JOC J4.

Class VI

Individual service members are responsible for providing at least a 14 day supply of personal demand items upon deployment. After 14 days, the JOC J-4 will arrange for emergency re-supply.

Class VII

Re-supply of major end items is generally not available during state emergency missions. Commanders should request additional items needed to support the mission through operational channels.

Class VIII

(1) Units will deploy with organic medical personnel and equipment.

(2) Additional medical support should be obtained from the supporting agency.

(3) Resupply of medical supplies not available at the mission site will be coordinated through command logistical channels with the JOC J4.

Class IX

(1) Repair parts will be obtained from CNG sources during state deployments. Accurate records must be kept for reimbursement purposes. SRCOM/TF Commanders will forward a consolidated list of parts used to repair equipment during emergency missions to the JOC J4 at the end of the mission. Each part used must be identified by part number, unit, vehicle number and mission number.

(2) Prior authorization is required from the JOC J4 to purchase repair parts from outside sources the CNG organization..

(3) Unauthorized purchases of repair parts will not be reimbursed.

b. Services.

(1) Food Service. When mess sections are established, the current 14-day Army Reserve Component Menu (SB 10-263) will be used.

(2) Billeting.

(3) Soldiers/Airmen deployed for emergency missions will be prepared to live in the field for a minimum of ten days.

(4) Units will deploy with organic tentage unless otherwise instructed by the JOC.

(5) Authorization is required from the JOC J4 before obtaining accommodations at a commercial or military hotel/motel or lodge.

(6) If the support agency is providing billets, CNG personnel will be billeted in a manner comparable to that of the supported agency personnel.

(7) Unauthorized lodging expenses will not be reimbursed.

(8) Construction. No construction will be undertaken without prior authorization of the JOC.

(9) Laundry. Laundry service if required, from commercial sources will be coordinated through the JOC.

(10) Transportation.

(a) Submission of DA Form 1265, Request for Convoy Clearance, is required. Requests for convoy clearance and oversized loads must be forwarded to JOC J4. CALG will incorporate rest halts, travel rations, external fuel service and maintenance support in addition to the basic route clearance in a convoy request

(b) Commanders will request for external transportation support, military or civilian, will be forwarded through normal logistical channels to the JOC J4. Tasking of Non-Task Force CNG units is a JOC responsibility.

(11) Maintenance.

(a) TF Commanders will ensure CNG vehicles will be inspected prior to dispatch for emergency missions. Commanders must keep an accurate record of repairs made and parts used prior to dispatch will be kept. Refer to Class IX for further information.

(b) Normal driver Preventive Maintenance Check Schedule (PMCS) is required during emergency missions, before, during, and after checks will be performed and documented.

(c) Commanders will request maintenance support will be forwarded through normal logistical channels to the JOC J4.

(12) Facilities.

(a) Use of CNG facilities by other than CNG personnel must be coordinated in advance with the JOC.

(b) CNG use of public lands will be coordinated with the controlling agency prior to occupation.

(c) CNG use of private property must have prior approval of the JOC.

(d) Additional supplies and services needed by CNG armories/facilities to support emergency missions will be requested through normal logistical channels.

(13) Loan of CNG Equipment. Loan of CNG equipment to local and civic is strictly defined by Federal Law and Regulations. All requests for loans of equipment will be addressed to the JOC J4 for staffing.

Chapter 9 Communications

9-1. General. Senior commands are responsible for planning and establishing emergency communications nets within their command. Senior commands are responsible for establishing communications with the Joint Operations Center using primary and secondary communications means.

9-2. Communications Priorities.

- a. Commercial Telephone systems.
- b. Cagnet
- c. OTAG JOC HF radio net.
- d. Organizational radio and tactical telephone systems.
- e. Email
- f. Courier.

9-3. Communications Methods.

- a. Commercial Telephone Systems.
 - (1) Commercial telephone Systems will normally provide reliable communications during emergencies, especially when augmented by STU-III, FAX, and cellular services.
 - (2) "Minimize"/Restrict use of telephone circuits to essential operational traffic.
 - (3) Requests for priority restoration or additional service during emergencies will be forwarded to the OTAG JOC. Military personnel will not perform rehabilitation of commercial circuits.
- b. Cagnet.

Cagnet provides telephone and related services over circuits that are somewhat independent of those used for commercial telephone. Cagnet availability should be tested in addition to testing basic telephone capability.
- c. OTAG JOC HF radio net.



- (1) Frequencies:

The command net provides communications between the JOC and the Army senior commands.

- (2) The command net is activated each Thursday at 0900 hours for a statewide

communications test. SRCOM participation is mandatory. During emergencies, the net is operational 24 hours daily.

- (3) The 162D Combat Communications Group will provide communications support as tasked.

- (4) Organic radio nets (FM). Unit radio frequencies, call signs and procedures will be in accordance with the State Emergency SOI.

- (5) Commercial hand-held radios are not to be transported from the units' home stations to another area. Frequency management regulations prohibit use of assigned frequencies outside of the area of assignment. Such unauthorized use can interfere with legitimate usage of frequencies, and could jeopardize someone else's safety or mission.

- (6) Email service operates independently of many facilities required for telephone communications. It may be available (or unavailable) independently of the telephone systems.

- (7) Courier service will be initiated as necessary. Schedules of pickup/delivery will be distributed as required.

9-4. Communications Planning and Operational Guidelines.

- a. Pre-Alert.
 - (1) Senior Commands.
 - (a) Establish and exercise a primary and alternate reporting system for their subordinate units.
 - (b) Participate in the required CA ARNG weekly or CA ANG monthly communications tests.
 - (2) Units.

Establish procedures to pass message traffic through these sites if the area telecommunications are disrupted to your higher headquarters.
- b. Alert Status.
 - (1) Senior Commands.
 - (a) Establish communications with JOC.
 - (b) Establish communications with your subordinate units.
 - (c) Log onto the OTAG JOC HF radio net.

(d) Establish affirmatively the operational status of all available communication methods.

(2) Units.

(a) Establish communications with your higher headquarters.

(b) Identify HF sites in the area.

(c) Prepare to join higher headquarters tactical communications networks.

c. Stand-by Status.

(1) Senior Commands.

(a) Establish initial communications nets (As required).

(b) Assist in the mobilization of tactical HF teams to the designated tactical elements.

(c) Issue emergency SOIs as required.

(2) Units.

(a) Establish communications nets as required.

(b) Issue emergency SOIs as required.

d. Mobilization.

(1) Senior Commands.

(a) Initiate, as directed, the tactical HF nets.

(b) Maintain chain of command and operational communications channels.

(2) Units. Maintain operational communications channels.

e. Demobilization.

(1) ARNG Senior Commands

(a) Coordinate with JOC Communications Officer for the termination of communications network operation.

(b) Coordinate for the return of the tactical HF communications.

(2) Units. Coordinate with chain of command for the closing of organic communications networks.

Chapter 10

Reports

10-1. General. During emergency operations, commanders will ensure that they provide timely and accurate information to their higher headquarters. The reporting requirement contained in this chapter become effective when CNG personnel or units are ordered to emergency State Active Duty.

10-2. Reports Required.

See Figure 1 (Schedule of Reports and Forms) to this Chapter.

10-3. Reporting Procedures.

a. The Director of Plans, operations, and Security will provide NGB with initial, follow-on and after action reports.

b. Reports submitted to the OTAG JOC can be submitted verbally to (916) 854-3440, DSN 466-3440, or via FAX at (916) 854-3475 or DSN 466-3475. Additionally, fax ANG Reports to (916) 854-3575, DSN 466-3575.

c. The reports listed below are included in Appendix 10-A:

Schedule of Reports and Forms

SITREP (See Figure 10-3)

Personnel Report to Personnel Spt Ctr

Equipment Usage Report to Log Ctr

Logistics Report (Log Ctr)

State Army Aviation Report

Army Aviation Flight Record

After Action Report (See Figure 10-1)

Order to State Active Duty (See Figure 10-2)

Mission Order

Pre-Deployment Checklist

Pre-operations Checklist

Withdrawal Checklist

Emergency Procurement Order

Incident Report (JOC)

ANG Operations Report (Blue Report)

ANG Personnel Report of SAD (ANG Spt Ctr)

ANG Equipment Report of SAD (ANG Spt Ctr)

ANG Aviation Report

SCHEDULE OF REPORTS AND FORMS.

REPORTS

REPORT	ORIGINATOR	SUBMIT TO	Warnos and Fragos will provide requirements.
SITREP	SRCOMs	OTAG JOC	
CANG FM 17 (OPNs Summary)(Blue)	SRCOMs	OTAG JOC	
*ANG FM (OPNs Summary) (Blue)	SRCOMs	OTAG JOC	
Personnel Report	SRCOMs	J-1 JOC	
CANG FM 18 (Personnel)(Blue)	GROUP/WINGS	J-1 JOC	
Equipment Usage Report	SRCOMs	SMO	
Logistics-Report	SRCOMs	J-4 JOC	
*ANG FM.. 20 ..(Logistics) (Blue)	GROUP/WINGS	ANG LOG	
STATE ARMY AVIATION REPORT	SRCOMs	J-2 JOC	
*ANG FM 19 (Aviation)(Blue)	GROUP/WINGS	ANG DOX	
SPOTREP (Figure 5-1)	SRCOMs	CAAO	
INTSUM (Figure 5-2)	SRCOMs	JOC	
RIMS MISSION ORDER	JOC	SRCOMs	
PRE-DEPLOYMENT CHECKLIST	SRCOMs		
PREPARATIONS CHECKLIST	SRCOMs		
WITHDRAWAL CHECKLIST	SRCOMs		
AFTER ACTION REPORT	SRCOMs	JOC	
STATE PAYROLL SHEET FM 14	SRCOMs	JOC	

FIGURE 10-1. AFTER ACTION REPORT.
OFFICE SYMBOL
DATE

**MEMORANDUM FOR Officer Of The Adjutant General, ATTN: CAPO-MS, 9800 Goethe Road-
Post Office Box 269101, Sacramento, CA 95826-9101**

SUBJECT: After-Action Report, Mission Number: _____

1. GENERAL.

- a. Type Emergency. Include location by city and county.**
- b. Inclusive Dates.**
- c. Scope of Emergency.**

2. OPERATIONS.

- a. Strength. By unit each day. Report will be in column form as follows:**

DATE _____	Unit/Organization	OFF	WO	EM	AGO	ANG/ARNO	Number of Personnel
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- b. Operations Summary. Chronology of signature events in phases as follows:**

- (1) Planning/alert.**
- (2) Execution.**
- (3) Post Operations.**
- c. Communications. Types of methods.**
- d. Training. Conducted prior to conducting the operation.**

3.

- a. Public Affairs.**
- b. Special Services.**
- c. Morale and Discipline**
- d. National Guard injuries or casualties.**

4. LOGISTICS. Equipment, types, quantity, and usage data. Aircraft utilization will include type, hours flown by type.

5. SERVICES PROVIDED.

6. COSTS.

7. PROBLEM AREAS.

- a.* Personnel.**
- b.* Intelligence.**
- c.* Operations.**
- d.* Organization.**
- e.* Training.**
- f.* Logistics.**
- g.* Communications.**
- h.* Material.**
- i.* Other.**

8. LESSONS LEARNED.

9. RECOMMENDATIONS.

SIGNATURE BLOCK

FIGURE 10-2. ORDER TO STATE ACTIVE DUTY.

(UNIT HEADING)

OFFICE SYMBOL

**MEMORANDUM FOR
DATE**

SUBJECT: Order to State Emergency Active Duty

- 1. Pending publications of formal orders you are hereby ordered to State Emergency Active Duty effective _____ and until released by proper authority.**
- 2. This emergency duty is to provide military aid as directed by the Governor of the State of California pursuant to the California Military and Veterans Code Section 146 and Title 5, United State Code, Section 6323(b).**
- 3. You are entitled to request a leave of absence from your employment to the Military and Veterans Code, Section 394 and 395.06.**

Commanding

**CF:
OTAG, ATTN: CAPO
Individual's Employer**

FIGURE 10-3 SITUATION REPORT

OFFICE SYMBOL

DATE

MEMORANDUM FOR Office of the Adjutant General, ATTN: CAJS-PO, 9800 Goethe Road,
Sacramento, CA 95826-9101

SUBJECT: After Action Report, Mission Number _____

1. GENERAL.

- a. Type Emergency. Include location by city and county.
- b. Inclusive Dates.
- c. Scope of Emergency.

2. OPERATIONS.

- a. Strength. By unit each day. Report will be in column form as follows:

DATE _____

Unit/Organization

ANG/ARNG

Number of Personnel
OFF WO EM AGG

____ _

- b. Operations Summary. Chronology of significant events in phrases as follows:

- (1) Planning/Alert
- (2) Execution
- (3) Post Operations

- c. Communications. Types used.

- d. Training. Conducted prior to mission execution.

3. ADMINISTRATION.

- a. Public Affairs
- b. Special Services
- c. Morale and Discipline
- d. Injuries or casualties.

- 4. LOGISTICS. Equipment, types, quantity, and date used. Information for aircraft will include type, and hours flown by type.

5. SERVICES PROVIDED.

6. COSTS.

7. PROBLEM AREAS.

- a. Personnel.
- b. Intelligence.
- c. Operations.
- d. Organizations.
- e. Training.
- f. Logistics.
- g. Communications.
- h. Material.
- i. Other.

SIGNATURE BLOCK

8. LESSONS LEARNED.

9. RECCOMENDATIONS.

Chapter 11

Information and Public Affairs

11-1. References

- a. AR 360-5, Public Information - General Policies
- b. AR 360-81, Command Information
- c. AR 360-61, Community Relations
- d. AFR 190-1, Public Affairs Policies and Procedures
- e. NOB Pam 360-5/ANG Pam 190-9, Public Affairs Guidelines
- f. FM 46-1, Public Affairs Operations
- g. National Guard UPAR Handbook

11-2. GENERAL.

The general public, members of the California National Guard (CNG), their families, and employees if the Military Department are entitled to maximum information with minimum delay concerning Guard participation in emergency operations. Release of information that poses an operations security threat may be withheld from public disclosure. When in doubt, consult with the Office of the Adjutant General (OTAG) Public Affairs Officer (PAO) to determine restrictions on release of information.

11-3. PURPOSE.

This annex contains public and command information objectives, policies and procedures governing. Release of information, and authority and responsibility for conducting public information activities within and on behalf of, the CNG while in state active duty status. It is designed to:

- a. Create public understanding of the reasons for the operation, the specific mission assigned, capabilities and limitations of the Guard resources tasked, and accomplishments and related activities through the release of unclassified information to print and broadcast media outlets.
- b. Assist National Guard personnel and their families in understanding the mission requirements, objectives, and accomplishments.

11-4. RESPONSIBILITIES.

a. The PAO, State Military Department will designate an incident PAO responsible for on-site public information activities, to include:

- (1) Coordinate and supervise public affairs; personnel dispatched to the site and local area.
- (2) Provide support to SRCOM commander and unit public affairs representative (UPAR) to render necessary assistance in dealing with media attention at Guard locations. Keep SRCOM commander and OTAG PAO informed on any public affairs matters which could affect the emergency operation.

(3) Establish liaison with lead agency and other public agencies' public information officers to establish protocol for media escort, briefings, and access to Guard activities for news gathering. Determine official spokesman for the operation, and designate spokesmen for the CNG.

(4) Facilitate photographic and video documentation of Guard activities for internal command information and historical purposes.

(5) Compile information, data, photographs, and video tape for use by OTAG and NGB public affairs offices for publication and audiovisual production.

(6) Establish a media center if emergency operations generate national interest.

b. The PAO will coordinate with the Governor's Press Secretary and the Office of Emergency services (OES) Public Information Officer (PIO) when planning release of information to ensure consistency. All press releases regarding Guard activities in the emergency operation will be generated from OTAG PAO unless specifically authorized by CAAG or the Adjutant General.

c. Individual soldiers/airmen of the California National Guard are encouraged to cooperate with the media to the maximum extent possible consistent with mission accomplishment. Interview responses should be limited to facts and personal observations. Individuals should not try to comment on matters of policy or speculate on future operations. Commanders in the field have sole control over personnel availability for interviews with media reporters. Public affairs personnel acting as media escorts in the field will be coordinated with commanders to get media coverage for Guard units with minimum interference to the operation. Under no

circumstances should "no comment" be used as a response to media inquiry. When the scope of media inquiries exceeds your level of knowledge or authority to release, refer them to OTAG PAO.

11-5. PROCEDURE.

a. UPARs will coordinate with local Pubs from other agencies working in concert with the Guard. UPARS are encouraged to communicate through the on-scene PAO to channel information and support requests to OTAG PAO.

b. Any information transmitted should be verified for accuracy prior to release, verbally or otherwise.. Under no circumstances release information about accidents, mishaps, or fatalities without OTAG PAO coordination. Confirm the obvious, but do not identify names or speculate on cause or extent of damage until cleared by this Headquarters. Do not release names of those involved until notification of next-of-kin is confirmed by OTAG PAO.

11-6. CIVILIAN ASSISTANCE.

a. News correspondents may be provided military transportation to cover the Guard contribution to emergency operations. Requests for transportation of media personnel must be submitted to the OTAG PAO for approval. Passengers will be manifested with full name, SSAN, and affiliation. Media who are granted access to Guard facilities and use CNG transportation should be escorted by qualified military public affairs personnel.

b. Before traveling in National Guard aircraft, civilian personnel from the media or other agencies involved in the operation will be required to sign the Aircraft Accident Release Form specified in Figure 11-1. The aircraft pilot in command (PIC) will ensure that the forms are signed by the passengers before boarding the aircraft. The forms can be reproduced from this document and should be kept on file at the SRCOM headquarters or the Aviation Flight Facility/ANG Base dispatching the flight.

11-7. PUBLIC INFORMATION POLICY.

a. Purpose. To establish the Military Departments public information policies relating to the release of unclassified information and

photographs/ videotape to recognized media outlets.

b. Applicability. Policies contained herein apply to all personnel assigned public affairs duties, including any representative authorized by TAG or the SRCOM commander to act as an official spokesman.

c. Definitions.

(1) OFFICIAL POLICY - Military Department policy under which the PAO has traditionally operated on a day-to-day basis.

(2) SPECIFIC POLICY - Explicit policy developed by the Military Department for civil operations.

(3) MASS MEDIA - Any press, TV or radio broadcast, news service or pictorial organization regularly engaged in the collection and dissemination of news to the public. This includes press associations, pictorial feature services, newspapers, periodicals, radio and television broadcasting stations and networks.

(4) NEWS MATERIAL - All information written, visual or auditory, prepared for dissemination to the public.

d. Public Information Policy.

(1) Official Policy. CNG representatives will give the public factual and complete information on all CNG activities, provided that the release of the information does not violate security restrictions. The CNG will provide the media opportunities to gather and transmit the information with minimum delay consistent with mission non-interference.

(2) Specific Policy. The CNG will provide the public prompt and accurate information through cooperation with, and service to, media representatives. When operating in support of civil authorities in restoring/maintaining law and order, emphasize the fact that certain units of the CNG have been assigned this mission and that only the minimum force required to meet objectives is being used. Questions on facts relating to the overall situation or events affecting multiple agencies are best referred to the lead agency Plo.

e. Authority to Release News Material.

(1) Official Policy. Local unit commanders, UPARs, and others designated spokesmen may respond to query with unclassified, factual information of local interest. They are

encouraged to cooperate with media to the maximum extent possible to foster good community relations by keeping the local populace advised of Guard activities. Proactive information sharing will inspire public confidence in the CNG. Information dealing with the overall scope of the operation, policies, procedures, and possible political ramifications are the purview of the Office of Public Affairs (CAAG-PA). The PAO will coordinate releasable information with the Governor's Press office and the OES PIO to insure consistency and timeliness. Official written releases will originate from CAAG-PA only, unless specifically authorized by higher authority.

(2) Specific Policy. On-site, during emergency operations, only the SRCOM commander, designated key staff officers, and assigned information officers/NCOS are authorized to release news material to the media. CNG representatives will respond courteously to questions presented by news media representatives. Individual should respond only to those subjects on which they are informed and should not offer opinions that could be construed as the Guards official position. Personal feelings, reaction, and factual observations can be offered when asked, but should be characterized as such personal. All spokesmen should take the opportunity to reiterate the Guard's mission their accomplishments as citizens soldiers/airmen, and their personal pride in the opportunity to serve the citizens of California.

f. Relationship With News Media.

(1) Official Policy. The Military Department PAO will cooperate to the maximum extent possible to provide prompt, complete, factual information about the CNG to the media, consistent with established security requirements. "Off-the-record" statements will not be made, nor will any information which is privileged by virtue of the Privacy Act, Official Business Only status, or deemed prejudicial to the safety/security of Guard resources be released.

(2) Specific Policy. News media representative will be allowed complete freedom of movement, provided their activities do not interfere with execution of emergency military operations.

CNG personnel will not:

- a. Show favoritism toward any individual or group of individuals representing a news medium or agency.
- b. Express personal opinions about the operation or the ability of the force to carry out its mission, or the adequacy of military equipment used in the operations.
- c. Engage in conjecture about future military operations.
- d. Jeopardize or compromise any military advantage by deliberately exposing news media representatives to danger on the premise that CNG soldiers will go to their rescue.

Chapter 12

Emergency Procedures Manual

Distribution

12-1. Distribution.

- a.* Distribution A, F
- b.* OES (5).
- c.* NGB-ARO-OM (5)
- d.* USAFIFTH (5)
- e.* Region IX FEMA (5)

OMS	CITY	ADDRESS	ZIPCODE	PHONE /FAX	BOX
1	ONTARIO	950 N. Cucamonga Ave.	91764-2999	909-986-4329/same	186
4	RIVERSIDE	2501 Fairmont Blvd.	92501-2111	909-684-3161/same	189
5	MANHATTAN BEACH	3601 Bell Ave.	90266-3459	562-545-2442/same	190
5a	COMPTON	2320 N. Parmalee Ave.	90222-1711	562-632-3945/same	192
6	BELL	5300 Bandini Blvd.	90201-6408	213-262-6481/same	191
8	LOS ALAMITOS	1120 Lexington Dr. Bldg 297	90720-5001	562-795-2839/2868	193
9	INGLEWOOD	11 Grosvenor St.	90302-2996	562-677-2727/same	194
10	LOS ANGELES	1300 Federal Ave.	90025-3901	310-479-8471/same	195
10a	SANTA BARBARA	700 E. Cannon Perdido St.	93103-3006	805-965-1613/same	203
12	BAKERSFELD	1512 South P. St.	93307-3915	805-395-2557/same	197
13	BURBANK	3800 Valhalla Dr.	91505-1128	818-845-5284/ 5266	198
17	SAN DIEGO	7401 Mesa College Dr.	92111-4997	619-627-3940/same	202
17a	NATIONAL CITY	303 Palm Ave.	92050-1705	619/477-8350/same	
19	CAMP SAN LUIS OBISPO	P.O. Box 8104 Bldg.1328	93403-8104	805-594-6656/ 6657	204
20	LONG BEACH	2200 Redondo Ave.	90822-1096	562-597-4025/597-6760	205
20a	SANTA ANA	612 E. Warner Ave.	92707-2941	714-641-0867/same	188
21	CAMP ROBERTS	Bldg. 932	93451-5000	805-238-8256/ 8365	206
23	RED BLUFF	2000 Park Ave.	96080-2547	530-529-0384/same	208
24	STOCKTON	8010 S. Airport Way	95206-3919	209-983-5485/ 5487	115
24a	MODESTO	630 Rouse Ave.	95351-3799	209-526-2103/same	
25	FRESNO	911 S. Chance Ave.	93702-3798	209-255-3109/7214	210
26	SALINAS	368 Airport Blvd.	93905-3300	408-242-6513/same	211
27	MODESTO	630 Rouse Ave.	95351-3799	209-526-2103/ 8796	212
29	PITTSBURG	99 Power Ave.	94565-3885	510-432-6303/same	214
30	SACRAMENTO	1013 58 TH St.	95819-3993	916-452-1923/454-5829	215
31	OROVILLE	1125 Pomona Ave.	94965-4798	530-533-4455/same	216
32	SACRAMENTO	3250 Meadowview Rd.	95832-1494	916-854-3478/same	217
34	SANTA ROSA	1500 Armory Dr.	95401-4389	707-523-7527/ 528-2826	219
34a	EUREKA	3517 W. Street	95503-5657	707-445-6507/same	222
35	SAN LORENZO	16501 Ashland Ave.	94580-1798	510-278-4353/4543	220
35a	RICHMOND	624 Carlson Blvd.	94804-4197	510-233=8437/same	
36	SAN FRANCISCO	100 Armory Dr.	94132-1027	415-661-5216/same	221
36a	SAN MATEO	400 n. Humbolt St.	94401-1798	650-343-9313/same	
38	SAN JOSE	251 W. Hedding St.	95110-1785	408-287-5803/same	223
OM North		8020 S. Airport Way	95206-3999	209-983-5429	115
OM South		3500 E. Stearns St.	90822-1093	562-986-6745/ 986-6738	116

CLASS IX OPERATIONS

LOS ALAMITOS	11302 Independence Road	90720-5115	562-795-1488/ 1491	111
STOCKTON	8020 S. Airport Way	95206-3999	209-983-5422/ 5305	115
CAMP ROBERTS	P.O. Box 397, Bldg. 25021	93451-0397	805-238-8259/ 5719	118
FORT IRWIN	P.O. Box 105103, Bldg. 857	92310-5103	760-380-4190/ 4235	117

COMBINED SUPPORT MAINTENANCE SHOPS (CSMS)

LONG BEACH	3500 E. Stearns St.	90822-1093	562-597-4064/ 986-6738	116
			562-986-6739	
STOCKTON	8020 S. Airport Way	95206-3999	209-983-5472/ 5401	115
			209-983-5499	

MANUEVER AREA TRAINING EQUIPMENT SITES (MATES)

FORT IRWIN	P.O. Box 105103, Bldg. 857	92310-5103	760-380-4236/ 4235	117
			760-380-4241	
CAMP ROBERTS	P.O. Box 397, San Miguel Bldg. 25021	93451-0397	805-238-8177/ 5716	118
			805-238-8177	
WHEEL VEH. POOL (CR)	P.O. Box 397, San Miguel Bldg. 3026/27	93451-0397	805-238-8330/ 5716	118

DSN Prefixes:	Camp Roberts 949	Ft Irwin 470	LBSCMS 972	SCSMS 466
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